

Water Station / Supplies Job Description
Final
Revised 5/23/19

Reports to: Shift Foreman or welfare farm manager

This is a mandatory job when the sun is shining during harvest. There should be at least one person filling this responsibility each shift and two on Saturdays and when there is a large number of volunteers in the orchard.

Minimum Requirements:

- Able to responsibly drive a the four wheel water cart
 - Be at least 16 years old and have a valid driver's license
 - Wear seatbelts while driving the water cart
1. Individuals should arrive 15 minutes prior to each starting time.
 2. Report to the office to get the golf cart and work locations for water stations to be maintained. This information will be on the harvest white board.
 3. Sign out for:
 - a. Orange vest
 - b. Golf cart
 4. Fill containers for ice and place in the freezer (make ice for future shifts – two day lead time)
 5. Fill drinking containers with water and ice from the freezers.
 6. Load golf cart with adequate supply of cups, paper towels, toilet paper and trash bags.
 7. Routinely check that each restroom and washing station has the following:
 - a. Adequate toilet paper in the portable restrooms.
 - b. Filled washing container.
 - c. Hand soap and paper towels.
 - d. Adequate drinking water and cups.
 8. Leave two drinking containers and cups on the cart for mobile water needs.
 9. Routinely offer water to all volunteers, including the foreman, shift supervisors, lane coordinators, forklift operators, parking attendants, and those assigned at the sign in stations.
 10. Ensure the platforms have sufficient and fresh water at least once during the shift.
 11. Be observant to the hydrations needs of all volunteers throughout the orchard.
 12. Gather trash around each watering station and porta-potti.
 13. Empty garbage cans at water coolers, and sign in tables
 14. Return the golf cart, trash, all drinking containers and cups to the office.
 15. Be friendly and courteous to all volunteers.
 16. If there is no one filling the washing station attendant responsibilities then this person will perform those duties as much as possible, focusing on the wash stations in the areas where the volunteers are working.

Thanks you for helping us meet the health needs of our volunteers and making their service in the Lord's pear farm a positive and uplifting experience.