

Sign-in Station Job Description
Final
Revised 6/17/19

Reports to: Shift Foreman or Welfare Farm Manager

Minimum Requirements:

- Able to work a three hour shift sitting at the sign in table
 - Understand the sign in process and the importance of having people sign in and understand their responsibilities
 - Be friendly
- 1) Arrive 5-10 minutes prior to the start of the shift.
 - 2) If necessary lay out the sign-in/out clipboards, pens, instruction sheets, etc. at the sign in table.
 - 3) Welcome every volunteer with a cheerful attitude! We want each person who comes to the farm to have an uplifting experience while serving.
 - 4) Ensure all volunteers read the sign-in form and sign their name. (Signatures are required to release the church from liability.)
 - 5) Ask volunteers to read the job description for their work that shift
 - 6) Ask all volunteers to wash their hands prior to working in the orchard.
 - 7) Give direction to volunteers as to how to pick the fruit.
 - a. Gently lift up the pears with their finger on the stem.
(We want the stem remaining on the pear – discard any leaves.)
 - b. Gently place the pears in their basket.
 - c. Gently empty their basket into the bins without dropping.
 - d. Give instruction as to how to wear the picking basket.
 - 8) Direct them to a lane coordinator (wearing an orange vest) for their row assignment.
 - 9) Ensure all volunteers sign-out.
 - 10) Thanks them for their time.
 - 11) Clarify and make necessary corrections for all recorded times for subsequent data entry.
 - 12) Place all clipboards and tally sheets into bins and store under the sign in table.
 - 13) Take the money box to the office at the end of the day.

Thank you for your patience and cheerful attitude! Your instruction and detail will ensure the quality of the fruit meets the Lord's standard.

Volunteers may bring their own chair, umbrella, water, food, and flashlight (if necessary) for this assignment.