

# Harvest Assistant Tasks

## PARKING

- Direct pickers to park in the areas indicated by the harvest leader.

## WELCOME

- As pickers approach the intake table, welcome them to Salem Harvest's harvest at the \_\_\_\_\_ (owner) Property/Farm. Direct them to the check in station.

## CHECKING IN

- Ask the pickers if they have signed up for the harvest online and checked off the waivers.
- If they have signed up online, put a check mark in the space on the roster.
- If they have children with them, write the number of children in the space.
- If they have not signed up online direct them to the assistant that is managing that task. When they have completed the forms they can return to the check in and turn in the forms. Keeps these completed forms together with the roster.

## REGISTERING

- Pickers who have not signed up for the harvests online must fill out picker registration forms and sign two waivers. It does not matter if they say they are already registered as pickers.
- Give them the forms and then verify that they are completed.
- Initial the registration form and direct them back to the check in station.

## DIRECTING PICKERS

- Tell pickers that at the end of the harvest, they will come back to the intake table to divide what they have picked. Half will go into donation boxes.
- Send pickers to the next station where they will hear an orientation to the harvest.

## DIVIDING WHAT IS PICKED

- At farm harvests we are not dividing what is picked by weighing it, just by visually estimating half.
- Assist or watch pickers as they divide what they have picked.
- Keep a supply of boxes ready for donations with "donated by" stickers on them.
- Place filled donation boxes on a pallet or in the truck.

## THANK YOU

- Invite pickers to write a thank you note or describe what they enjoyed about the experience for the property owner and place it in the box. Thank the pickers for their donation.