**ORIENTATION SCHEDULE**

*Before fall season, we hold an orientation for all our new employees. At the orientation, you’ll meet a number of our current employees, take a tour around the farm, and learn some key things you’ll need to know as a farm employee. Below is a general outline of our orientation schedule. Dates and times for orientation vary each year.*

**KEY TASKS**

* How to use WhenIWork
* How to clock in and out
* Cleaning bathrooms
* Changing soap and towel dispensers
* Change and take out garbage
* Sweeping and mopping
* How to make coffee
* Parking

**TOURS**

Tour of storage room and back areas of the farm:

* Location and use of paper products: toilet paper, paper towels, napkins, etc.
* Location and use of garbage bags
* Location and use of brooms and dust pans
* Location and use of aprons
* Location and use of necessary items on kitchen shelves (extra paper boats, Styrofoam containers, ice cream cups, etc.)
* Mention storage unit outside (it’s unlikely that fall season employees will need to go in there)

Tour of supply room:

* Location and use of soap, bathroom cleaning supplies, mop, etc.

Tour of break room

* Location and use of hats, shirts, and where to leave your stuff
	+ Be mindful of what you bring to the farm. We trust each other, but it’s a good idea to leave valuables, etc. at home.

Tour of Kitchen

* Donut area
* Carmel apple supplies
* Hand washing station
* Gloves, hairnets, etc.
* Clean vs. dirty rags
* Walk-in cooler and freezer
* “Pantry” and storage room

Bathroom Tour

* How to clean bathrooms
	+ Point out supply chest
	+ It is every employee’s responsibility to empty the garbage, refill the paper towels, toilet paper, soap, etc. The supply chest helps save time by having extra supplies there. Restock supply chest as needed and at end of the night when cleaning bathrooms
	+ Wipe down counter
	+ Help keep our barn clean for our guests
* Outdoor tour
	+ Zip line, white barn, animal farm, duck races, corn maze, etc.

**IMPORTANT NOTES**

* Please be on time to your shift! Even though you may be scheduled to a certain time, your shift only ends when your replacement shows up or you are approved by a manager. Please make sure you help with anything you can before you leave. If you have to leave by a certain time, please make sure Kyle knows.
* Although you may be assigned to one position, it is possible that you will float between different positions throughout the day. Bring an extra hat/coat/sweatshirt in case you are asked to go outside.
* Also, we are an outdoor event – some days can be chilly – dress accordingly.
* Wear comfortable, close-toed shoes
* If you’re not sure, ask! Things are constantly changing at the farm, so no questions are bad questions ☺
* If you aren’t comfortable in a position, please say so! We have other positions and are happy to find the right fit for you.
* If someone is interested in having a private event at the farm, use the message slip to take down their information so our Events Coordinator, Morgan, can get back in touch with them.
	+ Message form and how to fill this out
* SMILE!! ☺ It’s contagious!
* Stay busy – there is always something to do. Ask others if they need help!
* ALL kitchen, food counter, and retail checkout positions should help keep donuts and kettle corn stocked as needed and as they are able. If you see the shelf getting low, please restock or give the head’s up to the kitchen if you are able.
* Please bring snacks and/or your own lunches and your own beverages (water, soda, etc.). You are also welcome to purchase food from the farm if you’d like.
* If the weather is bad or if there are not as many guests as expected, you may be called off of work.
* Kyle, Cody, the Kitchen, and Food Counter all have radios. If Morgan is on the farm, she will have a radio, too (needed for any private event). If an emergency happens, please use the radio. Emergency numbers are also posted throughout the barn.
* It is ok not to have an answer for some guests’ questions. If you do not know, tell the guest you will find out the answer for them.

**WHAT TO DO WITH DOWNTIME**

* Clean and restock bathrooms (and storage bins)
* Check garbages and replace if needed
* Wash windows
* Clean and refill condiment bottles
* Sweep and mop floors
* Wipe down tables and columns
* Pick up garbage in barn, in kitchen, in parking lot, and in activity areas
* Restock all shelves and items

**EVENTS**

* We have some private events happening on the farm, including birthday parties and corporate events.
* All groups will check in with the ticket booth and Morgan or the point event coordinator when they arrive. The ticket booth will provide the group with the information they need for the day. If anyone in the group has questions, please direct them to Morgan or the point event coordinator.