

Loon Organics Farm Interview Questions:

-What are your plans/goals surrounding farm work and agriculture? Where do you see yourself in x number of years?

-There are a number of organic farm jobs available. What draws you to want to work on our farm specifically?

- We're especially interested in folks interested in staying around for two seasons so that we can build skills, training, and increase management and responsibility. Do you have any interest in a 2nd season if the farm is a good fit for you?

-What strengths do you bring to the position? What are areas that are not strengths/lack of interest?

-How would you describe your personality? Are you an introvert or an extrovert? Do you enjoy working closely with other co-workers?

-What are you motivated by in your work, especially when the going gets tough (and the mosquitoes come out)?

-If you could be any vegetable, what vegetable would you be?

-What other outside constraints are there to consider? (Pay, student loans, access to a vehicle, access to housing, are they physically able to perform required work/lifting, etc)



Loon Organics Farm Employee Handbook

Food Safety

At Loon Organics, we handle food that people eat. That means that we need to take steps along the way to ensure that the food our customers receive is free of contamination that may sicken people. Contamination can take many forms:

- Manure contamination, either directly or indirectly;
- Other biological contamination, such as diseases transmitted in unsanitary conditions;
- Physical contamination from foreign objects
- Chemical contamination from cleaners, sanitizers, and petroleum product.

Everybody on the farm must take appropriate steps to prevent food contamination and promote a safe-food environment.

Handwashing:

You really can't go overboard with handwashing. On harvest days, all employees must wash hands upon starting the work day and working in the pack shed handling produce. Everyone must also always wash hands:

- After going to the bathroom
- After blowing your nose, coughing, sneezing
- After touching an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

Don't Work When You are Sick

Sick employees represent a hazard to fellow employees and customers in the potential transmission of food-borne illnesses, especially if you have the flu, diarrhea, or general nausea.

Maintain a Clean Work Environment

To avoid creating an environment favored by rodents and flies, compost and food waste should be removed from the packing house on a daily basis. Floors should be hosed down or swept to remove all food waste before the end of each work day.

Contaminants on Plants

Don't harvest or handle any crops that have been contaminated with manure, bird poop, etc.

Chicken Handling/Egg Collecting:

Each employee will rotate chicken care duties of feeding, collecting, and cleaning eggs. Please change into the "rubber chicken boots" when you go into coop or change your own shoes after collecting eggs and feeding chickens to avoid transmitting chicken manure around the farm and into the pack shed. **If collecting eggs/feeding during work hours, you must wash hands after handling eggs.** Eggshells are

porous and are best cleaned with a moist, damp cloth and avoiding use of soap, which can penetrate the eggshell. Empty egg cartons are in the pack shed.

General Rules

Post-work Hours/Weekends

While we live and work together on the farm, everyone has needs for personal time and privacy. Our family requests that during off-hours, that you be mindful of our family's space, weekends especially.

Accommodations

At the end of the season, granary must be swept and cleaned out, fridge emptied and cleaned out, and left in a similarly clean condition to when you moved to the farm.

Visitors

Family and friends of employees are welcome to visit the farm, and even help out if it fits in with our general work flow. Please let us know if you have a partner or family member that will be visiting and get prior approval with Laura or Adam in advance if visitors want to stay longer than a short visit. Please make visitors aware of the farm rules.

Parking

Please park your car next to our line-up of vehicles in the driveway.

Cell Phones

Please refrain from talking on your phone or texting during work hours for personal reasons, unless it is an emergency. We may ask you to carry your phone with you in field so we can communicate with you if needed.

Check Ins

We will have at least one mid-season check-in with individual employees to see how things are going, check up on the growing season learning plan, give feedback, and receive feedback from you as well.

Hours, Compensation, Time-Off

Workday

The normal workday is 8-9 hours for hourly workers, typically from 8 a.m. – 5 p.m., with an hour unpaid lunch break. In the busy summer season, we will start at 7:30 a.m. Times vary according to the needs of the farm and the dictates of the season.

Time Sheets

Time sheets should be filled out with all hours worked on a daily basis and a short description of your farm activities you performed that day.

Time Off

We are flexible if you need time off for vacation, appointments, or if you get sick during the season. Please write the planned farmers market days you need off in the Mill City Farmers Market Google Calendar and farm days off on the "Days Off Calendar" with as much advance notice as possible. Time off is unpaid time. Once CSA season has begun, Tuesdays, Wednesdays and Fridays are the busiest days of the week for us. More than 3 consecutive weekdays off will need to be approved by Laura & Adam.

Communication

If you have a conflict, disagreement, or concern that is work/farm-related, big or small, please let Adam or Laura know. We always try to communicate directly and openly with employees, and employees should feel free to do the same with us.

Loon Organics Safety Rules

General Safety

Report all on-the-job injuries promptly to Laura or Adam.

Maintain order in your work area.

Always follow all safety precautions.

Do not horse play around equipment.

Always bend your knees when you lift objects and get help with heavier loads.

Wear protective equipment if the job requires it (ear plugs, respiratory masks, goggles)

Wear sun protection/long sleeves.

Know where first aid equipment and fire extinguishers are located.

Training for jobs involving equipment are done by Laura or Adam unless otherwise assigned by Laura or Adam.

Communicate a problem as soon as you recognize it—preferably while it's only a potential problem.

Put tools back in their intended place.

Tool Safety

Use the proper serviceable tool for the job.

Use the proper size wrench/socket if available.

Never remove safety guards or shields from tools.

Do not use a power tool you are unfamiliar with or one you have not been trained on.

Never lay a tool on the ground in the field. It will be lost, possibly causing injury.

Keep power tools out of path of vehicles.

Wear eye protection when grinding, sharpening or cutting.

Ask if unsure about the use of a tool.

Machinery Safety

Never EVER put your hands or other body parts near moving machinery parts.

ALWAYS make sure equipment is turned off before attempting to clean, unclog, service or repair.

Never operate equipment unless you have been trained to do so.

Do not allow others to ride on equipment you are operating at any time unless with Adam.

Keep all guards in place.

Lower all attachments before working on a machine.

Use safety blocks and jacks when suspending parts of machinery, using a jack alone is unsafe.

Perform a safety check before using equipment.

Use care when mounting or dismounting equipment.

Use extreme care when operating around ditches and embankments.

Check behind vehicles before backing up.

Do not wear loose or ragged clothing near rotating shafts or gear trains.

ASK if you have questions about machinery safety.

ELECTRICAL SAFETY

Make sure electrical power tools are properly grounded.

Inspect power cords for safety before use.

Do not attempt electrical repairs unless you are qualified to do so.

Unplug electrical equipment using the plug, not the cord.

Never use electrical power tools while standing in mud or water or wet conditions.

Never run extension cords through mud or water.

ASK if unsure about electrical safety.

