

Harvest Lead

Opening Checklist:

- ___ Stock Wash Station:
 - Twist ties
 - Rubberbands
 - Harvest knives
 - Tape
 - Markers
 - Scales
 - Clean rags and dirty rag bucket
- ___ Stock blue, green, and grey bins and crates under “Packaging” table
- ___ Stock grey bins under “Produce Drop” table (for single dunk produce)
- ___ Fill dunk tub at “Produce Drop” table for single dunk produce
- ___ Fill lettuce tub and bubbler
- ___ Fill dunk tub at “Root Wash” table for post spray dunk
- ___ Create a labeled bin for Food Bank, Student Food, and CSA. Place in “Sorting” Station
- ___ Fill Harvest Chart:
 - Management Unit #
 - AgSquared Sowing Date (provided by farm managers)
 - Crop Name
 - Variety
 - Harvest Notes
 - Target Harvest Amount (total amount harvested, including *CSA - thurs only)
 - *CSA (**thurs only**) - multiply amount on single share sheet by # of members, write in column for each crop needed* **(See CSA instructions)**

*****Students fill in the rest of the chart during harvest (see student instructions)*****

Closing Checklist:

- ___ Put Away Harvest Tools and Bins in Harvest Shed
- ___ Sweep and Wipe off counters
- ___ Make sure Harvest chart has been completed

*****CSA Instructions*****

- ___ Check CSA Individual Share List for Individual Share amounts
- ___ Multiply: Individual Share amounts X Number of CSA Members = CSA Harvest Amount
- ___ Write CSA Harvest Amount in CSA column on Harvest chart for each crop needed (for students to know how much of each crop to separate from "Market" amount- see Student Instructions)
- ___ Write CSA Harvest amount with packaging instructions on back of Harvest Board for Harvest Lead to package CSA
- ___ Package and label CSA and place in Walk-in cooler on CSA shelf

Harvest Chart: Student Instructions

___ Check Harvest Chart for the Harvest List for your Management Unit(s)
(Take a picture or write all of the information down for your management unit prior to harvest)

___ The “Notes” section should give you basic instructions for Harvest, if you have more questions, ask Farm managers and/or Harvest leads

___ Figure out what tools you need, the method of harvest, and packaging instructions, grab all tools and bins before you head out to the Field

___ The “Target Amount” is the “Goal” amount that you want to harvest (including *CSA), there may be less of more produce for you to harvest depending on conditions/amount ready/quality of produce/etc.

___ *CSA (**thurs only**) - this column will only contain data on Thursdays. The amount listed under the CSA column is the amount of produce you want to separate off from the Market amount. Place CSA produce for your management unit in labeled CSA bin.

___ The “Market Amount” column is where you need to document the “Actual” amount for produce going to the Market stand for each crop in your management unit. Please use Units :)

___ The “Food Bank Amount” column is where you document how much produce went to the Food Bank because it was not Market quality. Please use Units :)

___ The “Total Amount” column is where you practice addition of the previous columns: CSA(thurs only) + Market + Food Bank = Total Yield. This is important for book keeping and crop planning. Please use Units :)

___ The “Harvest Complete” section is for accountability. Please write out your full first name and put a checkmark next to it when you have finished harvesting, washing, packaging, and labeling your produce and you have placed it in the walk-in cooler on the “Market” shelf. This will help the harvest lead know that Harvest has been completed at the end of their shift and lets them be able to find you in case they have any questions about your management unit’s harvest.

Thank you for all of your hard work! Farm on :)