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RANDALL'S FARM, INC. EMPLOYMENT GUIDELINES

Randall's Farm and Greenhouse is open 363 days a year, 7 days a week. Our hours of operation are from 7 AM to 8 PM. Elsie's Creamery is open from May – October from 11AM to 9PM (or until all customers have been served).

The busiest times at Randall's Farm and Greenhouse are Weekends and Holidays. All employees are expected to share the coverage during these peak times. Employees are required to be available for a minimum of one weekend day, evenings and holidays.

Randall's offers a comprehensive benefit package to employees who work 25 or more hours per week annually and have completed the 90 days probationary period. This package includes Long-term disability and Life insurance coverage paid for by Randall's Farm, Inc. Employees may also qualify for 401(k) participation and Health Insurance under Federal/State guidelines.

Randall's offers full-time employees paid Holiday and Vacation benefits under our policy guidelines.

-AGE- You must be at least 16 years of age to work in the Creamery, as a Cashier, Produce Clerk and Greenhouse Clerk. The age requirement to work as a Deli Clerk, or to sell alcohol and lottery tickets is 18 years of age.

Randall's will hold applications for 90 days. You will need to reapply after 90 days if you have not heard from us.

Randall's Farm, Inc. is an equal opportunity employer. We recruit and employ the best qualified individuals without regard to race, color, religion/religious creed, national origin, ancestry, age, genetic information, sex, gender identity or expression, sexual orientation, military or veteran status. No preference is given to the hiring of relative or friends of current employees, but referrals are welcome.



APPLICANT INFORMATION

Full Legal Name: _____

Preferred Name (if different): _____

Phone: _____

Email: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Are you legally authorized to work in the United States? Yes No

Are you at least 18 years old? Yes No

(If under 18, a Massachusetts work permit may be required.)

Employment Type Desired:

Full-Time Part-Time Seasonal

Date Available to Start: _____

Position(s) Applying For:

Cashier

Deli Associate

Prep Cook

Creamery Associate

Greenhouse Associate

Baker

Utility/Dishwasher

Produce Prep

Produce Associate

Other: _____

AVAILABILITY

Our busiest days are weekends and holidays.

| Day | Morning | Afternoon | Evening |
|------------|--------------------------|--------------------------|--------------------------|
| Monday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Available Weekends? Yes No

Available Holidays? Yes No

Available Early Mornings? Yes No

WORK EXPERIENCE

Most Recent Employer: _____

Location: _____

Supervisor: _____ **Phone:** _____

Position Held: _____

Dates Employed (From/To): _____

Primary Responsibilities:

Reason for Leaving:

May we contact this employer? Yes No (Attach resume if available.)

WORK EXPERIENCE

Most Recent Employer: _____

Location: _____

Supervisor: _____ **Phone:** _____

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Most Recent Employer: _____

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Primary Responsibilities:

Reason for Leaving:

May we contact this employer? Yes No (Attach resume if available.)

EDUCATION & CERTIFICATIONS

Highest Level Completed:

High School GED Some College Degree

School Name (optional): _____

Relevant Certifications:

- ServSafe
 - Food Handler Certification
 - Driver's License
 - Forklift Certification
 - Agricultural / Horticulture Training
 - Dairy or Food Production Training
 - Other: _____
-

JOB-RELATED SKILLS & EXPERIENCE

- Cash handling / POS systems
- Customer service
- Food preparation
- Deli slicer experience
- Cleaning & sanitation procedures
- Inventory & stocking
- Lifting 40–50 lbs
- Working in refrigerated areas
- Plant care / watering / transplanting
- Knowledge of produce
- Bakery experience

Describe any experience in grocery, farm retail, greenhouse, dairy, or food service:

Why are you interested in working at Randall's Farm & Greenhouse?

Describe what good customer service means to you:

If applying for seasonal employment, are you able to commit through the full season?
(Typically, May 1st through September 30th)

Yes No

If no, please explain: _____

PHYSICAL REQUIREMENTS

Positions **may** require:

- Standing for extended periods
- Lifting up to 50 pounds
- Working in coolers/freezers
- Exposure to outdoor weather conditions
- Early morning or weekend shifts

Are you able to perform these essential job functions with or without reasonable accommodation?

Yes No

REFERENCES

Reference #1

Name: _____

Relationship: _____

Phone: _____

Reference #2

Name: _____

Relationship: _____

Phone: _____

Reference #3

Name: _____

Relationship: _____

Phone: _____

APPLICANT STATEMENT & AUTHORIZATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination of employment.

I authorize Randall's Farm & Greenhouse to verify my employment history and contact references.

I understand that employment, if offered, is at-will in accordance with Massachusetts law.

Applicant Signature: _____

Printed Name: _____

Date: _____