

Probationer Induction Programme

First two weeks:

- Receive induction pack
- Policy list induction
- Packing room induction and training
- Health & Safety induction and issue keys/workwear
- Participate in a Start of Day and End of Day routine
- Spend the first of two days with local grower or supplier
- Attend a Training session
- Receive first wage payment

Weeks three and four:

- Personnel Systems induction
- Security systems
- Customer care induction
- Merchandising induction (shelves, stock, appearance, signage, layout)
- Work part or all of a weekend

Fourth week and beyond:

- Two sessions each with: Veg, deli, store, chilled/bread, shop floor, picking
- Commercial strategy (buy direct, prompt payment, competitive prices, etc.)
- Office and communication systems

Sixth week and beyond:

- Off license induction
- Till training (three or more sessions)
- Finance introduction (two sessions)
- Education and marketing (our message, shop displays, comments book)
- Discuss specialist team options (at least one 'trading' team)
- Set probationary projects (results feed into membership decision)

During second Month:

- Visit to multiple supermarket
- Daily rota incorporated into main rota system
- First review – feedback from Shop Floor, Production, any other relevant team

By the end of third Month:

- Attend first Forum and Members Meeting
- Second visit to local grower or supplier

By the end of fifth Month:

- Attend second Forum, trial at least one team meeting
- Present 'Product of the Fortnight' at Training session
- Second probationary member review (by all members) and project feedback

By the end of seventh month:

- Final Membership Committee decision