

NAME:

INDUCTION DATE:

START DATE:

RECRUITMENT

1. It is Soanes' aim to become a preferred supplier in the East Yorkshire region.
2. We have partnered with Sutton Recruitment to select great people.
3. The recruitment process will tell you what we seek and give you the opportunity to ask what we will do for you. Please tell us about all of your knowledge skills and experience even if you think they are not relevant to the job you have applied for.
4. One of the things we will do for you is provide you with a great welcome and a structured training programme.
5. Before employment, you will be invited to the site to be shown where you will work and the sort of work that will be available to you. You will also be where the toilets, canteen and emergency muster point are.
6. On the pre-employment day you will also receive the following basic information:
 - Health and safety
 - Food safety and personal hygiene
 - Holiday and attendance rules
 - Sutton employee handbook
 - Sutton employment information
 - Covid precautions

WEEK 1

1. On day one you will be welcomed in our training room by your Sutton recruiter and a member of the Soanes team. You will be given your PPE and shown how to wear it.
2. You will be taken to the locker room and given a locker, key and wellies and introduced to your a 'buddy' who will look after you for your first four weeks with the business. They will take you to your work station and introduce you to your team leader.
3. Through the first week, you will be given training and support in developing the knowledge and skills of the job you have been assigned to.



PLEASE TURN OVER

...WEEK 1 CONTINUED

4. At the end of each day in the first week, your Buddy or Team Leader will chat with you to ensure you are happy, comfortable and like the work you are doing. We really do want to know if there is anything that you are not happy about or that will stop you from coming back the next day/week.
5. At the end of the first week, you will meet with the Team Leader and Department Manager to discuss your performance, how you are feeling about the job, your comfort and well-being and any concerns you may have.
6. If everything is okay for you and for us, you will receive an induction certificate from your department manager.



WEEKS 2 – 4

1. During the first four weeks you will receive further information on:
 - Health and safety
 - Good manufacturing practice
 - Food hazards
 - Quality
 - The Soanes people culture
 - Animal welfare (if you work in lairage)
2. You will also get the opportunity to try at least one other job in your department

WEEKS 5 – 9

1. You will be given the opportunity to try three more jobs across two departments.
2. You will receive more information on:
 - Critical control points
 - Health and safety
 - Quality
 - The Soanes business
3. If you have achieved a satisfactory standard though your first nine weeks, you will receive a basic training certificate from a senior manager.



WEEKS 10 – 12

1. During the last three weeks of your 13 week training period we will discuss with you:
 - Your performance during the first 10 weeks – strengths and weaknesses
 - A progress plan should you want to do some more training
 - The options for role enhancement and involvement in other activities
 - The Soanes employment contract and handbook
2. At the end of 12 weeks you will be issued with your training completion certificate by a Director, listing the training elements completed and, if you started with Sutton Recruitment, you will be invited to join the Soanes permanent employee team.

