

INSTRUCTIONS AND CHECKLIST FOR DISTRIBUTION VOLUNTEERS

Welcome! Thank you for your help!

Distribution will take place in the Fours Room at Maple Street School. Contact Diana Liss at 718.809.3305 if you have major problems.

First Shift: Starts 3:45 p.m.

PREPARING FOR THE DELIVERY

When you arrive, check in with the Maple Street School staff (Wendy Cole, Executive Director) so that they know you are there for a reason. If no one is around you can go right in to the Fours Room and get started.

Take down the blue CSA bin and the yellow veggie bins from above the closets in the Fours Room. The ladder is located in the utility closet (refer to the diagram if you can't find it). Stack the yellow bins near the door for Woodbridge Farm to pick up.

Unpack the supplies from the blue CSA bin (binder, scales, labels, extra bags, etc). Read the comments sheet from the week before (in the book) to see if there were any tips or issues that have come up.

Stack the chairs and move them off to the side, and arrange the tables in a line. The info table should be first with the member sign-in list and volunteer hours sheet. If there are additional materials, please put them out here too.

MEETING THE DELIVERY

Woodbridge Farm will arrive around 4 p.m. They will unload at the side fire door entrance on Lincoln Road that leads into the Fours Room. Please help them unload and direct them to where the veggies should go.

Introduce yourself, but please do not use this opportunity to discuss issues. Diana will be the contact person who works directly with the farmer and it will be less confusing if one person communicates logistics and other issues to the farmer directly.

Woodbridge Farm will provide you with an inventory list. Check the inventory over to make sure we received everything.

SET UP

Organize the veggies on the tables from **heaviest to lightest**. Use the label markers to label the veggie signs and the share amount and tape them to the bins.

Stack bins of the same type, or put extras underneath the tables. *For even distribution, please don't put them all out at once or they will get "picked over" and members who arrive later may end up with bruised produce.*

Set up the Swap Bin at the end of the line. "Prime" it by putting a couple of items in to encourage members to swap. We usually have extra salad greens, so that's a good thing to use as a starter.

Write out the inventory list on a piece of paper from the easel next to the closets. List the inventory of veggies in the order you put them out and the amount for each share, and pin the list on the bulletin board.

Put the scales and bowls near the veggies that are distributed by weight. Put the tongs out with the loose greens.

WHEN MEMBERS ARRIVE

As members arrive, **one volunteer** should:

1. Greet each member and have them sign in on the sheet.
2. Ask the member to see if they have volunteered for a shift. If not, please ask them to sign up for at least one, if not two.
3. If they have signed up for a shift, remind them of their date.
4. Direct them to the veggies and where to start. Please remind people to take **only** the amounts written!
5. Have them pick up a newsletter (if one).
6. Answer any questions they might have.

The second volunteer should:

1. Stand by the veggie tables and make sure that everything is stocked and consolidated.
2. Make sure that members are reading the distribution list correctly and taking the right amount of the each item.
3. Keep an eye on the scales to make sure they are tared as necessary to account for the weight of the bowl.
4. Try to keep things neat. If you have a spare moment, pick up veggie scraps from the floor and put in the worm compost bin.
5. Members should bring their own bags, but if they forget, but we usually have some bags available. If the supply is running low, encourage members to bring in their old grocery bags from home.

If other people ask what the PLG CSA is, give them information and have them sign up on the "want more info" list to receive more info.

Shift Overlap

Please do not leave until your replacement shows up. If they are late, please call them (Contact List is in the binder).

Introduce yourself! It's a good way to meet your neighbor and most people will not know each other.

Communicate. Let your replacement know if there are any issues that came up.

Pat yourself on the back for a job well done and take your veggies home!

Second Shift: Starts 5:45 p.m.

Continue the distribution as described above for the first shift.

CLEAN UP

About 15 minutes before closing time, tally up the numbers of members who haven't arrived yet. Compare this number to the last couple of weeks. You should get a good idea of who might or might not show up. If you want you can start bagging up the remaining shares for members who have not arrived yet.

Try and **close up PROMPTLY at 7:15 p.m.** If people show up after 7:15, it is your call to allow them to pick up, but remember, if you push the time, you may make it harder for other volunteers to shut down on time, so it is best to keep to the closing time.

The golden rule is "Leave the place cleaner than you found it!"

Complete the data entry into the Share Log (in binder). Remove the veggie labels from the bins. Remove the tape and clean off the labels with water, and put back in the container.

Bag any extra vegetables to donate. Leave one or two shares for Maple Street School in their refrigerator. Depending on how much else is left over after that, you can either keep it or donate it. The soup kitchen at Church of the Nazarene on Rogers and Lincoln will take donations, but they do not open until Wednesday afternoon. We are still trying to figure out the best way to deal with donations.

Stack the veggie bins from the farmer and put them on the shelf above the closets. Put all the CSA materials (supplies, master binder) in the PLG CSA bin and put the bin with the veggie bins on the shelf above the closets.

Clean and rearrange tables. **Make sure** the tables (and chairs if needed) are wiped down and put back where they were (refer to diagram).

Pick up any trash. Sweep the floors of any veggie debris and put it in the worm compost bin. Spot clean the floor if needed. Trash bags and cleaning supplies are located in the CSA bin. Brooms are located in the utility closet. Try not to use Maple Street School supplies unless it is an emergency.

Put the ladder back in the utility closet and return any other items that you moved. If there is any trash, bundle it and leave outside by the side entrance (facing Lincoln Rd).

Pat yourself on the back for a job well done and take your veggies home!

REMEMBER: If you have problems, do the best you can and leave a note in the Comments section of the book! If you have any major issues, call Diana Liss at 718.809.3305, or ask Wendy Cole at the school for help.

Thank You!