



*Feeding Families,
Nourishing Children.*

Closer: 2pm – 4:30pm

Overview:

Provide support to staff by completing closing procedures.

- Verify all refrigerator and freezer temperatures have been logged in supplemental, behind the windows and in the warehouse. Turn light off in each to indicate unit has been recorded
- Prepare warehouse floor by breaking down pallets/relocating them to make room for vans to be parked
- Verify pallets do not have cooler items, such as dairy or meat on the bottom; sort accordingly
- Sweep warehouse
- Bring vans inside – ALWAYS use a spotter
- Clear and clean steel table
- Wash bins used for produce during the day
- Verify no items are left inside sinks or in front of hand-washing station
- Collect trash from each department (wear gloves), restrooms and outside garbage cans and place in dumpster; notify others if you need help if it's too heavy
- Replace trash can liners
- Put away/discard all food items in break room; dump coffee grounds and rinse out coffee pot
- Spray down counters in break room, verify trash has been taken
- Turn out light once break room is closed
- Verify snack sack area is tidy, trash taken & fridge temp logged
- Wipe down cooler shelves in supplemental area before placing gray bins of produce inside them; condense product. Turn off lights in coolers and put curtains down to indicated they're closed. Take empty bins to washing area
- Remove wire bins from soup station and clean bin area
- Wipe down tables
- Sweep or vacuum area
- Mop as needed
- Plug in forklift to battery charger
- Lock all doors and turn out lights, indicating lobby is closed
- Lock parking lot gates