



*Feeding Families,  
Nourishing Children.*

## **Food Box Stocking Assistant**

### **Overview:**

Provide support to Food Box Window staff in need of assistance by stocking their coolers, freezers and shelf items with products they need to offer clients. Refer to warehouse map to locate dry goods and update map as needed. Organize items on shelves behind window staff and label appropriately with magnetic dry-erase labels. Our goal: fully stocked and organized shelves, grocery style.

- Food Handler's permit encouraged
- Wear gloves while handling produce & meats (located on steel tables by employee entrance)
- Please maintain sanitary conditions. If there are spills/leakage, wipe it up immediately
- Place cut fruits, salads, cut greens, meats and dairy into cooler display
- Always check expiration dates. Expiration guidelines are posted on walk-in cooler
- Break down cardboard and banana boxes as you go
- Log hours daily

### ***Opening: 9 – 12 pm***

- Check in with window staff. Ask what they need help with restocking
- Log fridge and freezer temperatures on log sheet
- Be sure all table tops, bins and cooler shelves are clean before stocking
- Examine each item in coolers and discard expired products (ask window staff if it's already been done)
- Restock Dave's Killer bread and discard moldy items. Bottom of bread faces outward towards windows
- **Stock all empty shelves with product and label accordingly**
- Remove products from cardboard packaging & stock in neat rows, with the labels facing out.

### ***Closing: 12 - 3:30pm***

- Check in with window staff. Ask what they need help with restocking
- Restock Dave's bread and other dry items they're low on
- Put all perishables in coolers/freezers upon closing
- Wash out gray bins that housed meat
- Sweep/vacuum & mop as needed
- Verify warehouse map is accurate for morning crews
- Notify manager of items we are running low on and need to reorder