

BACK-OF-HOUSE “GOOD-TO-KNOWS”

Thank you for taking on the back-of-house role. Here is a quick overview of responsibilities:

Read all pantry signs:

Our signs are an important form of communication and allow our operation to run smoothly. 😊

Restocking the shopping floor:

When you arrive, take a quick look at the shopping floor restocking needs.

Walk around the back-of-house to assess stock on pallets, shelves, and refrigeration units.

Restock the floor throughout your shift with the help of shopping floor volunteers.

Only items that have been food safety checked AND scanned can be moved to the shopping floor.

Frequent restocking is needed for meat and other frozen items.

Follow the “first in, first out” rule of thumb especially for produce; read “date received” pallet notes.

Make sure perishable items (produce, meat, dairy) are well-stocked before stocking non-perishables.

Near the end of your shift, make sure the shopping floor is ready for the next shift.

New food donations/drives:

Donations arrive regularly. Unload items and bring them into the rear back-of-house area.

Food safety checks:

Check expiration dates (SEE WALL CHARTS)

Packaged items: look for tears, seal breaks, rust, dents, bulging cans (signs of bacterial growth).

Produce, bread and meat: look for mold, discoloration, odors.

Throw out, recycle, or compost items that don’t meet the guidelines or aren’t safe for consumption.

Before discarding large quantities of a particular item, PLEASE check with the office.

Scanning items into the system:

Checking to see if an item is already in the system: all volunteers who know how are welcome to do this!

ADDING ITEMS TO THE SYSTEM: DAILY BREAD UNIVERSITY TRAINING SESSION REQUIRED 😊

Orange and Blue Dot Stickers:

We **want** to fill our FREE and BARGAIN shelves with oddball items that don’t belong on other shelves and are **worth something!** (i.e. not a tiny spice pouch). Note: see instructions on sorting tables.

-OVER-

Cardboard/compost/garbage/recycling:

We have separate bins for all four purposes. Please be careful to use the correct ones.

Compost bins are for food only! Remove all bags, stickers, bag ties etc.

Flatten cardboard before placing it in the wheeled cardboard recycling bin (do not leave for others to do)

Box cutters and scissors are on the cabinets next to the office.

As large recycling and garbage cans/bins fill, empty them into dumpsters behind the orange building.

Recycling dumpster: largest; smaller dumpster = garbage (note: one dumpster is NOT Daily Bread's!)

New garbage bags are in the utility room closet.

Note cardboard/compost/garbage/recycling pickup days/times AND move any waste to pickup area.

Please help keep your area clean, neat, and organized

At the end of your shift – or as time allows - straighten up, wipe down surfaces, sweep, mop up spills (or larger areas if you are able), and toss all garbage. 😊

Thank you so much! We couldn't do what we do without you!