

APC Food Pantry – Food Bus Receiving Procedure:

- Arrive by 4:05pm on Friday as you have a few things to do before dropoffs arrive around 4:15.
- Unlock main food pantry room and get:
 - monthly food intake log sheet from bulletin board left side (unpin it)
 - pen
 - blue cart
- With these 3 things and the pink key, ride elevator down to LF
- Unlock the shopping cart room beside the elevator. If you want, get 3 door wedges from behind the door, and as you make your way with the cart into Brown Hall wedge the 3 fire doors open.
- At the back of Brown Hall meet the dropoff people for the 2 schools (Nathaniel Greene Elem., Southeast Middle). Alamance Elementary may be joining in shortly also.
- BE SURE to get each school's food weight separately, and record it on the monthly log sheet under the column "Food Bus", together in one cell on the food weight log like this example:
55 NG
47 SEMS
- Load all food onto blue cart—no need to separate it after weighing. Proceed to room with shopping carts on the lower level.
- In shopping cart room:
 - Before opening either fridge, note its temperature on the digital display above the door and record it on the log sheet taped to the door; also record temp for freezer.

- Unload all refrigerated food into either of the fridges wherever there is space. If you can separate by milk / juice / fruit that's great but not an absolute necessity.
- If there are bananas leave them in front of the fridge e.g. tied to handle / propped on sign.
- Keep any dry snacks (chips, gummies, etc.) on the cart for now.
- Put the 3 door wedges back behind the cart room door and be sure the room is locked as you leave. Ride elevator back up to LR with the blue cart.
- In the main food pantry room:
 - Place any dry snacks on the main food wall across from the file cabinet about knee-high
 - Replace the log sheet, pen, and cart
 - Ensure the room is locked as you leave
- Return the pink key.

Miscellaneous

Make sure food is never placed directly on the floor!

It is easier to relock each door lock immediately after unlocking it, while the key is in hand and not buried. That seems to streamline everything.

Occasionally something leaks - discard the item, and for cleanup there are usually sanitizing wipes in the main food pantry room on a shelf near the bulletin board.

If the freezer alarm is going, let Jill Skerlack or Food Pantry Coordinator know.

Other random things do occur infrequently - do what you think is right, and leave an explanatory note along with any related items on the dry goods table (use carts if needed). Include your phone number in case of questions.