

Opening shift (13-16)

The opening shift is responsible for setting up the store, being present to welcome the chauffeurs delivering the vegetables, and evaluating whether the delivery matches the order list. Often this shift is merged with the packing shift itself, so you would also pack the bags.

It is a good idea to:

- Bring a laptop and a cell phone in order to look up phone numbers in the contact lists e.g. to call chauffeurs or people in the central storage. The wifi password is given out by your teamlink, but you can also find it in the black and red book in the closet in the basement
- be a member of the Facebook-group [“KBHFF fællesgrupper”](#). This is where the central storage will post information in case the drivers are late or if there are any other changes in the deliveries
- Bring a book to entertain yourself since there can be some waiting time before and after the delivery of goods

Before the shift

- Print the [packing sheet of the week](#)
- Make sure that you or one of the others on the opening shift has the key. There is one key in each team. Notice that the front door locks automatically, so it is a good idea to place something in the door to keep it from closing all the way

Receiving the goods:

- Bring scales, bags and the black board from the basement
- Pick up the KBHFF-sign and place it by the entrance at Fasanvej
- Receive the goods from the driver and check that everything is in order
- Make sure that the goods are never placed directly on the floor

In case you are missing goods!

Check the aforementioned Facebook group “KBHFF fællesgrupper” to see if this is planned. If there is no info here, you should call the responsible of central storage (find name and phone number on the packing sheet) If they do not pick up you can call the coordinator Jonathan on tlf. 7179 7917 eller 2888 7923. You need to find out whether the vegetables have not arrived from the supplier or if they have been delivered to one of the other departments. If this is the case you need to ask if the goods can be redistributed to the right department.

You can also find a detailed description of what to do when goods are missing [here](#). Remember to pass on the information on missing goods to the people on the next shift.

Packing vegetables

- Pack the number of bags marked on the packing sheet (both preordered and loose sale). Place the heavy and dirty vegetables on the bottom and the more delicate greens on top
- Pack fruits/asparagus in the paper bags – containers with berries will be handed to the members as they are
- Make sure that there are enough vegetables for all bags. This means that you should rather pack a little less. If there are extra vegetables they can be sold in loose sale
- Pack the equivalent of one bag for the inhabitants of the house (to be taken from the loose sale bags). Leave the goods in a green foldable box in the kitchen
- If vegetables are missing, you can add some from the loose sale bags or loose vegetables. Remember to let the people know on the next shift.

Hygiene OBS! The goods may never be placed directly on the floor, but they have to be elevated 10-15 centimeters above the floor – even when they have been packed. Keep a good hygiene by washing your hands when you start the work and when you change between handling vegetables and other tasks.

Should the Danish Food Agency pay a visit, you can show them the self-inspection sheets which are physically available in the blue closet in the basement and electronically in this folder: https://drive.google.com/drive/folders/1iXEFA_m9n6d38y9euh3AbT3-GQxcTI2d

Make ready for the shop

- Clean up and sweep the floor where you have been packing. The cardboard goes in the cardboard container and the green boxes go in the basement
- Put out loose sale vegetables as well as flour, oil etc. from the basement
- Update the black board with prices for loose sale. You can find prices on the packing sheet or on this [price list of goods from the basement](#)