

Valby d. 20 June, 2022

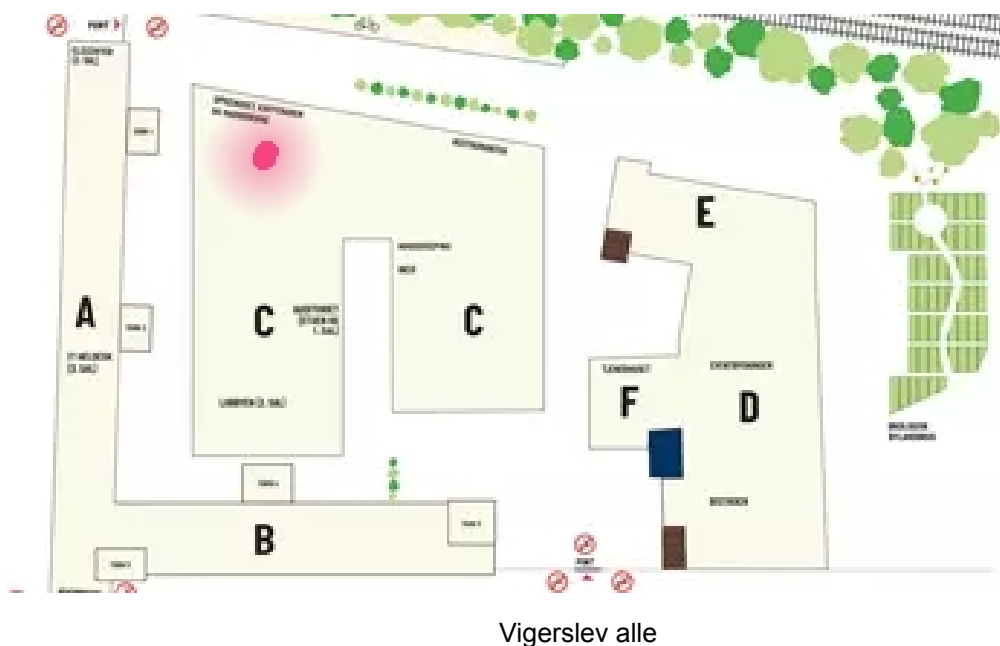
Copenhagen Food Community (KBHFF) How to do a shop-shift in Valby

Practical info

The shift starts at 15.45 and ends about 18.15 (when you have finished your tasks) on Wednesdays, in the cafeteria of the Hotel Og Restaurantskolen in Valby: Vigerslev Alle 18, 2500 Valby.

- There is a side entrance closer to the cantine via Lyshøjgårdsvej.

Lyshøjgårdsvej



Remember your own computer / smartphone, your KBHFF login information, and a charger!

Find these at Fælleslageret/warehouse

(accessible after hours via the service elevator on the cafeteria level)

1. Scales and bowls for weighing
2. KBHFF fabric bags
3. Brown paper bags for i.e. beans, tomatoes etc.
4. Valby shop binder with printouts of price lists and contact info
5. Find bulk sale/unit sale items that have been collected in the warehouse
6. Find mushrooms, potatoes and fruit bags that are gathered in green boxes on a pallet in the warehouse
7. Find today's vegetables that are gathered in green boxes **with today's packing list** on a pallet in the warehouse
8. Find the KBHFF banner or display panel
9. Bring extra cloths and a dustpan and broom for cleaning

Set up the shop in the Cafeteria

1. Remember your computer - log in to the system via kbhff.dk
2. Roll all things up to the cafeteria on the red wagon (key is in the cupboard)
3. Put up the banner/display outside on the stairs
4. Put out the vegetables on a table (there is a tablecloth to put under the vegetables). Organise the vegetables with scales so members easily are able to weigh and take the weekly bag/Grøntposen
5. Put the week's fruit, mushrooms or potato bag on the table
6. Set up bulk/unit sale items separately
7. Make sure you have a price list with dry goods on it and look at the package list to see the prices of today's bulk vegetables / fruit **(available on our website www.kbhff.dk -ugens pose).**
There is also a price list for dry goods in the black binder!
8. If necessary, write notes with prices and display them so people can see the price

Always write down if anything is missing and send the missing to Jonathan, so he can get some more another time.

If possible, replace with something similar from unit/bulk sale, so that the members do not feel "cheated".

Member bag pick-up

1. Members come between 16-18:00 to get their bags.
2. For now the bags are pre-sorted into green collapsable boxes, so a member simply has to pick a box and take their order (they need to remember their bag! If they don't have a bag, you can see if there are any mesh net bags or they can purchase a reusable cloth bag, see below for details about purchases)
3. You can check what the member ordered online via kbhff.dk (log in and click on **FRIVILLIG PÅ ARBEJDE** in the upper right corner, then BUTIKSVAGT on the menu bar at the top)
4. When the member has taken their order, you can confirm the pick-up in the system (BUTIKSVAGT -> next to each order there is a green button, click twice to confirm the pick up)

Additional purchases (Løssalg, bags, extras)

1. When members buy bulk or unit items, you can calculate the price based on the day's price list .
2. Members pay with Mobile Pay on **19378**. Please remind them to add the comment "Løssalg" on their transaction.
3. Fabric bags are 50 DKK.

Other important things to remember

1. Always welcome the members and ask if they want to be/are volunteers or support members.
2. If they are volunteers then ask when they can take the next shift and write it in the calendar/excel sheet (<http://kbhffwiki.org/tiki-index.php?page=Vagtplaner>)
3. You can also help order bags for members under member help. It requires that you have some admin rights

Signing up new members

1. If someone comes for the first time and wants to become a member, it is totally possible to sign them up on the spot! Or else they can also do it at home by going online to kbhff.dk.
2. Registration costs DKK 100 + DKK 50 for a fabric bag and this applies until May 2023.
3. In addition to the registration fee, there is an annual membership renewed each May, for 200 kr. Please remember to ask for membership payment if they sign up at the shop.
4. The easiest way to sign them up is to guide them through the process on a laptop, so they can enter their confidential information on their own (password, card number etc.).

Closing the shop

1. Wipe the tables and sweep the floor (there is a broom, sweeping tray and cloth in the common warehouse or in the cafeteria utility closet).
2. In the last 30 minutes of the shift, if members want to purchase the weekly bulk items (not packaged goods), they can be purchased for 50% off.
3. Otherwise any leftovers that are not picked up or sold can be shared with the last members arriving before close or taken home by volunteers (again, this is only for the weekly bag items, not packaged items like juice or flour).
4. Everything else is packed up and carried back via the service elevator to the warehouse.
5. There is no need to lock the warehouse or cafeteria doors, but **when the cafeteria door is closed you can not open it again**, so be sure to bring all your things with you when the last one leaves.

Lights

If the personnel at the school turn off the lights, you can turn them back on in the utility closet next to the water fountain



Here is the utility closet.

Inside are many fuseboxes. There is one on the right marked LYS

Open it and there are switches on the right with lines underneath, those are the main light switches.

CONTACT INFO

Confused? Need assistance?

You can contact Jonathan or Maya.

Jonathan +45 28 88 79 23 / fk@kbhff.dk

Maya +32 484 925 367 / valby@kbhff.dk

THANK YOU FOR YOUR HELP TO
VALBY, FOOD COOPERATION :-D