

Standard Operating Procedure

Unsorted Dry

Purpose: Unsorted donations are inspected then packed into boxes, or sorted into bulk categories. These items are then considered to be “assorted” and will continue on to be categorized in Pantry Select.

Supplies: Tables, Apple/Banana Boxes, White Bins, Tape, Tape Guns, White Buckets, Sanitizer, Toss Guideline, Pallets, Dump tag, Cover Sheet, Finished Pallet Tags, Startup/ Shutdown, Markers,

Steps

Before Starting	1. Set up two rows of 4 tables on either side of the room, place rows of unsorted products in the center. Apple/Banana boxes can be placed near walls. Place at least two buckets per table and provide all tables with Toss Guidelines. 2. Ensure the project is ready for volunteers. a. Fill buckets $\frac{1}{4}$ with sanitizer b. Place 3-4 napkin and glove sets on each side of the table to use as your anchors for the volunteers to stand. c. Ensure plenty of Apple/Banana boxes are pre-made d. Provide tape/tape guns for box making e. Fill center of room with unsorted product (3X5/6) f. Create bulk bins for following categories; bulk food, bulk water, bulk housewares, bulk pet food, unsorted health, #10 cans g. Have several empty pallets ready h. Place one empty pallet at the end of each table for finished pallets
Startup	3. Greet volunteers and introduce project 4. Distribute volunteers to their jobs a. Sorters, Recyclers, Restockers, Palletizers, Box Makers 5. Give instruction to Volunteers a. Sorters- Sort and pack items into Apple/Banana boxes, use Toss Guidelines to determine if a product is expired. Throw away all damaged products and items containing cannabidiol (“CBD”), tetrahydrocannabinol (“THC”), or other cannabinoids. Throw away items containing alcohol. If items are large, place them in bulk bins, cans placed in designated food drive bins. Trash is to be placed under the table b. Recyclers-Collect all trash/recyclables and place them into proper bins. Unload bins in the proper container when filled. c. Palletizers-Wrap completed pallet (6X4) weigh pallet and record on purple pallet tags, stage pallets on proper staging aisle. Log weight on unsorted log sheet.
During the project	6. Monitor boxes are packed closed and placed on the pallet properly. 7. Ensure trash is limited to damaged/expired items 8. Fill out pallet tags and log completed pallets 9. Weigh and log all food waste
Shutdown	10. Direct volunteers to place remaining product back on unsorted pallets, wipe tables, sweep floors, reset tables, restock unsorted products. Organize box making area.

11. Thank volunteers share the total number of pallets. Total pallets, (total lbs/1.2)=meals. Share when and how to donate.
12. Complete all closing paperwork and turn in.

