

END-SHIFT (17:30 to 19:30h)

Job list:

- Receive relevant info from the START-SHIFT
- If you like you can divide the jobs, so one is a cashier and another sells the extra vegetables/"løssalg".
- Cashier job: Check and register pickup of vegetable bags, register new orders.
- Salesperson: Take payment and advertise the extra vegetables, e.g. take a photo and post on the KBHFF Amager facebook group.
- Count and register the amount of cash in the register/cash box at the of the shift.
- Clean up, remove garbage, take cardboard outside in the courtyard and the green plastic boxes down the basement, lock and leave the premises.

DETAILED DESCRIPTION OF THE MIDDLE-SHIFT

- 1) Before the shift
- 2) Handover bags and sales
- 3) Other stuff
- 4) Counting the cash register
- 5) Clean up and lock the premises

1. Before the shift

Get authorised in the online member system.

Prior to the first time you take a MIDDLE-SHIFT (or END-SHIFT), you must get authorised as "kassimester"/cashier in the online member system. Send an email to your teamlink to get this authorisation.

Bring a laptop, or mobile device

At least one person on the MIDDLE-SHIFT must bring a laptop. Please write whether you are bringing a laptop or smartphone or not in the team sheet.

Log in to the member system via [Login](#) and then click on the "Frivillig på arbejde" button at the top right of the member system, and then "Butiksvagt". Now you are in the tab with the list of orders in our department.

It is possible to join the Association House network "Public" (without code). You must first press "accept" when the browser is opened. Or use Sundholm8 guest, the code is on the wall in the living room.

2. Hand over the bags and sales

The shop is open from 16:00 - 19:00.

When a member picks up his bag, you must find the member's name on the order list. Both fruit and vegetable bags are listed. Then press the "Deliver" button in the member system. Feel free to count continuously if there are as many bags that need to be handed out.

The member must hand in a cloth bag in exchange for the new cloth bag, alternatively the vegetables can be repackaged in a home brought bag. Cloth bags can be bought for DKK 50.

Receive new orders

If a member wants to order a bag for next week and pay with MobilePay or cash, this is done in the member system via the Medlemshjælp function. Search for the person's name and place an order by the desired date. Check payment via the receipt at MobilePay.

There is a guide to the IT system, here: [☰ Welcome to our member system](#)

Extra sales

Extra sales can be extra bags, vegetables, flour, oil, juice, honey, etc. The bags are sold for DKK 125 each, grocery prices are on the package list, and dry goods price list can be found here: [+ Tørvarer prisliste lgangværende](#)

3. Other things

Missing vegetables in the bags

It may happen that vegetables may be missing in some of the bags if we did not receive enough from the farmer. The START-SHIFT will alert you to any shortcomings. If the missing item is worth more than 15 kr, an amount corresponding to the missing vegetables must be paid to all members who have ordered a bag. Or they can be offered vegetables from the extras.

Missing order:

Missing order: Ask the member to check the order date on the purchase receipt that the member has received per. mail. Check the order list for the following weeks yourself to see if the member's order appears on it.

Expenses

The cooking team often buys extra ingredients in connection with a communal dinner. That member can get the amount refunded through the cashier. Please get the receipt.

5. Count the cash register

When the store closes for the sale and delivery of bags, it's time to clear the box and fill out the cash accounts for this week. Follow the instructions on the "Shopkeeper / open cash register" page.

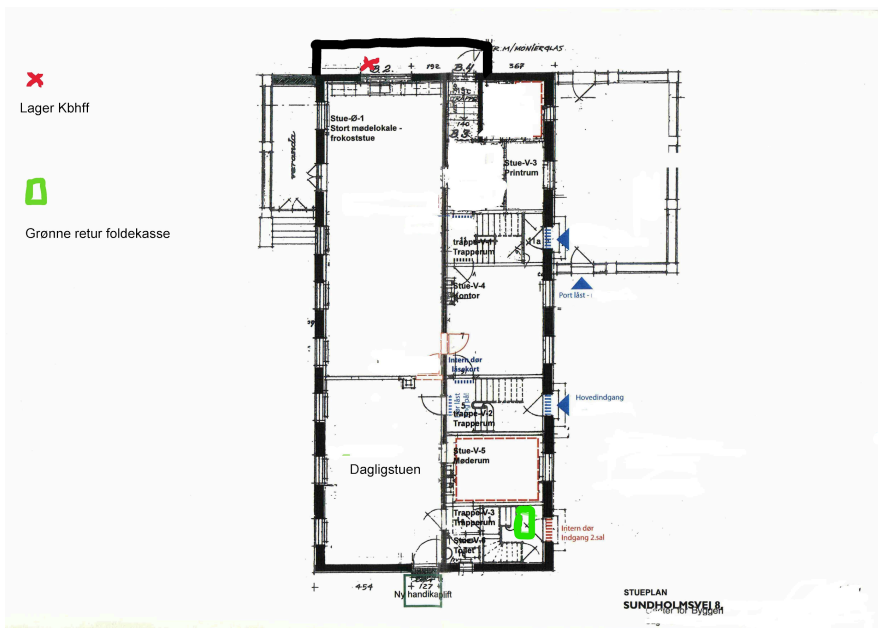
The money box is put back in the bag and together with weights etc. in the annex behind the kitchen ..

6. Clean up and lock the room

All rooms we have used must be cleaned up and cleaned. There is a cleaning trolley, vacuum cleaner, small broom and broom in the small room by the copier (access via kitchen). Soap and other cleaning items are also available here. If you are missing cleaning items, you can buy them and get your money refunded in the money box.

The floor must be swept. Floor washing is only necessary if it is very dirty.

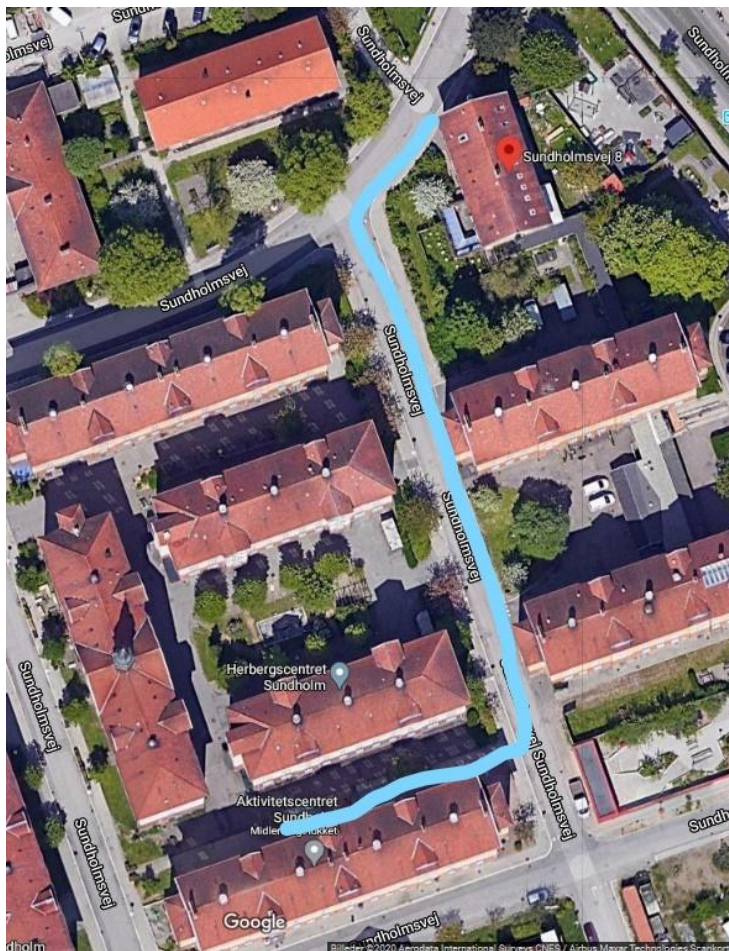
Tables and chairs must be wiped. Everything that belongs to KBHFF (cloth bags, tablecloths, scales, bowls, flour, oil, signs, etc.) must be stored on / by the shelf in the annex at the back of the kitchen (see floor plan below). Also save empty vegetable nets. If there is a meeting in the large meeting room / kitchen and they do not want to be disturbed, you can get to the storage room by using one of the other two stairs and go via the 1st floor to the stairs and from there down again. Then we do not disturb the users of the meeting room. The green folding boxes should go down into the basement under the stairs.



Surplus vegetables:

Unfortunately, we can not keep fresh vegetables for the following week. Please write an email to indkoeb@kbhff.dk if some of the vegetables were not sold, so the buyers will receive input to make future purchases better.

If there are vegetables/fruits in surplus after the distribution of the day (from unsold extra/“løssalg” or bags that did not get picked up), we donate the left-overs to “Bocentret” Sundholmvej 14a. Put the vegetables in a cardboard box or net and take the left-overs with you as you leave Foreningshuset.



Waste, cardboard and return packaging

Only the green foldable crates must be returned to the common warehouse. They are picked up about once a month. In the meantime, they should be folded and laid down in the basement under the stairs. Cardboard is put out under the canopy in bicycle yards. Vegetable waste can be composted. There is a compost bin in the garden by the garden gate.

Close and lock

All windows and doors must be closed, both inside and outside.

Check that there are no other people in the house (on all floors) before you go. You should only turn on the alarm if you are the last in the house. If there are others who are meeting in the house, you report your departure to them and remind them that they are responsible for turning on the alarm.

Remember to turn off the coffee machine.

The light in the large room goes out by itself (sensor-controlled).

The garden door must be locked with a key that hangs on the notice board in the kitchen to the right of the door facing the garden room. NOTE! The key must be hung back after use.

Close and lock the doors in the conservatory and the rest of the house and use the front door when you go out. The front door is behind the red door in the small meeting room.

Turn on alarm

Go out of the front door and check that it slams completely in when you have come out (the alarm panel indoors should not be used).

Turn on the alarm on the outdoor panel: Enter the code "2412" followed by the button (✓) at the bottom right. The display should briefly light green and beep. you will then hear a long howl, which means the alarm is on. If you type incorrectly, press (X) at the bottom right and start over.

In case something goes wrong in connection with the alarm, you can contact your team link, see the team overview.

All detailed instructions can be found at the indoor alarm panel, and there is a picture of it on the last page.

Feedback

If something does not work or you have a suggestion please contact either your teamlink or send an e-mail to the local admin group via amager@kbhff.dk

Alarmsystem og adgang til huset..

Generelt:

- **Brug altid hoveddøren**, hvis du ikke er sikker på at du er den første der ankommer.
- **At slå alarmen fra** kræver nøglebrik og personlig kode, sker ved panelet udenfor hoveddøren.
- **At slå alarmen til** kræver ingen nøglebrik, men en fælles kode.
- **Tryk ikke** for hårdt på displayet.
- **Hvis du taster forkert**, tryk på (X) nederst til venstre og begynd forfra.
- **Alarmen slår automatisk til kl. 23.00.** Det gælder alle årets dage.
- **Hvis alarmen går igang**, slå den fra (se nedenfor "ved ankomst") og ring **altid** til : Den Jysk kontrolcentral telf.76 117 117,
1) fortæl hvor du står 2) hvem du er og 3) oplys den fælles alarmkode, du har fået udleveret da du fik din nøglebrik.
Hvis du **ikke** ringer vil du blive krævet 1500,-
- **Displayet indenfor** ved hoveddøren skal du ikke længere bruge, det er kun brandvæsnet og kontrolcentralen der anvender det.
- **Husk din nøglebrik er personlig og du hæfter personligt.**

Ved ankomst:

1. **Hold din nøglebrik** op midt på displayet udenfor hoveddøren til den blinker grønt.
2. **Tast din 4 cifrede kode** og afslut med (v) nederst til højre på displayet ved hver indtastning skal displayet kort lyse grønt.
3. **Displayet lyser nu grønt** og døren siger klik. Alarmen er nu slået fra og du kan gå ind.

Ved Afgang:

1. **Tjek at alle døre og vinduer er lukket.** Tjek i hele huset om du er den sidste i huset inden du forlader huset.
2. **Hvis** man er i Huset om aften, samtidig med, at der er andre, er det en god ide, at sige man er i huset og hvornår man tænker at gå.
3. **Tjek at hoveddøren smækker i**, når du lukker den efter dig, Indtast fælleskoden **2412** efterfulgt af (v) nederst til højre i displayet **udenfor hoveddøren.**
4. **Du vil nu høre en lav hyletone**, som betyder at alarmen er slået til og du kan forlade stedet.

Alle lejere, medlemmer og bestyrelsesmedlemmer kan få udleveret nøglebrikker ved henvendelse til Huset kontor: kontor@sundholm8.dk eller på telf. 31725549. Du skal møde personligt op.