

The shop shift (16.00-19.30)

The shop shift (butiksvagt), in short, is about handing out the bags and registering when they have been picked up. Furthermore, you receive payment for the loose bags and vegetables and register ordering of new bags.

Before the shift

- Remember to bring your own computer
- The first time you do a shop shift you need to get the role of “kassemester” in the membership system. Contact your teamlink if you do not have the “kassemester” function

Make the shop ready (16.00-16.30)

- Prepare the loose sale booth. This means setting up the loose sale vegetables, flour, oil etc. on a table and update the black board with prices. See the “[pakkersedlen](#)” for prices on the vegetables of the week and [look here](#) for prices of flour, vegetables etc.
- Log into the membership system with your own membership number and password. The wifi of the house is called “Solbjerg”. You can get the password from your teamlink or find it in the log nook (the black and red book in the closet in the basement)

Selling vegetables and handing out bags (16.30-18.30)

- Handing out the bags
 - Find the name of the member on the order list (In the system you go to Kassemester → vis ordreliste → vis). You will find both vegetables bags and asparagus or fruitbags on the list
 - Press the button “udlever”
 - The member takes their bag and gives their former KBHFF-bag in return
- Take orders
 - The member pays by Mobilepay by scanner the order from the laminated sheet of products. Remember to use the right QR-code. In case the member does not have Mobilepay you may take the cash personally and then make your own transfer by Mobilepay
 - Press the KASSEMESTER-button in the membership system. Press “register order”. Search for the name or membership number.
 - Pick the date when the member wants to pick up their vegetables and/or fruitbag. Register the number of bags and press “Registrer MobilePay”.
 - The member will automatically get a receipt on e-mail

**ALL orders must be registered manually in the system as described.
The order is not registered automatically even if payment is done by
Mobilepay.**

- Greet new potential members and invite them to the next intro meeting. Find the date [here](#).

- Sell loose sale goods. Mobilepay is registered automatically in the account books by scanning the order "løssalg" on the laminated sheet

Closing the shop (18.30-19.30)

- The loose sale stops at 18.30, but the members can still pick up their preordered bags until 19.00 (if all the preordered bags have been picked up you can leave early)
- Send out reminders by SMS to those who have not picked up their bags before 18.30. On the list of orders in the membership system you will find an SMS-button next to each member. Press the button to send out a message. **OBS! We pay for each message, so avoid sending them out too early**
- If there are any vegetables left you leave them in the kitchen for the inhabitants of the house
- When you close down the loose sale you need to send an e-mail to okonomi@kbhff.dk. Write "KBHFF Frederiksberg: intet kontantregnskab d.d." in the subject field and leave the e-mail empty.
- Let your teamlink know how everything has gone with the loose sale.
- In the end you clean up the place, wipe over all tables and sweep the floor. Remember to lock the door when you leave