



## REASOR'S PICK UP PROCEDURE

**General Description:** Weekly bread and dessert pick up (Thursdays). We have "Reasor's Team" of volunteers and each volunteer has an assigned week. Reasor's donations are picked up at 10:30 on Thursday mornings from their storeroom at the back of the building. Reasor's donates breads, shelf-stable items, cold desserts, and various other items.

### **Requirements for Volunteer:**

Be able to lift up to 15 lbs

Have a vehicle such as an SUV, pickup truck, large sedan, or a van.

Pick up on Thursday morning between 10:30 and 11:30.

**Detailed Description:** The door to the stockroom is at the top of a concrete ramp. The door we enter is the garage door directly at the top of the rack. It is locked and you will need to knock loudly to get an employee's attention or ring the buzzer that is next to a regular-size vendor door. The storeroom employees will open and close the door for you and they lock it if you are in there for ten minutes loading your own cart. It is important we respect this locked-door policy.

Most items from Reasor's will be boxed and in a grocery cart ready to be moved to your vehicle. In case the cart is not ready, our items may be on a black wire shelf in the southwest corner of the semi-truck dock. If you need to locate a cart, you can use one of the chrome vendor carts from the parking lot or a green stock cart you can find as you wander through the storeroom. Rarely will you need to find and fill a cart.

The number of boxes will vary, they will be anywhere from 3 to 10 lbs, and there could be three to eight boxes of various sizes. They usually completely fill a grocery cart. The boxes contain pies and cakes so they must be handled carefully. Place them in your vehicle so they will not fall over. Since we receive cheesecakes and cakes with whipped frosting, no stops longer than ten minutes should be made in transit.

### **Process:**

- Park at the north side of Reasor's loading dock. The south side is for semi-trucks.
- Knock on the far left garage door or ring the buzzer by the vendor entry door

- Locate your cart (if it isn't there, ask someone in the office) or box up our items as described above
- Load your vehicle and return the cart to where it was originally located
- At the food bank, back into the spot at the overhead door
- Using your code, enter the warehouse, disarm the alarm system, select a large push cart, open the overhead door half-way
- Unload your vehicle, put push the cart in the warehouse, shut the overhead door
- Weigh the cart, subtract the tare, fill out the Reasor's form
- Open the boxes for a quick check for decorated cakes. Remove large cakes or large boxes of cupcakes and place them on the 3<sup>rd</sup> shelf of the rack closest to the walk-in door.
- Mark the boxes with Reasor's, the date picked-up, and if desserts or bread are in the boxes, put them in the walk-in on the top shelf of the rack in the northwest corner
- If the items donated are not breads and desserts, put them on a black cart and ite a note that these are Reasor's items and they have been weighed. The warehouse crew will stock them at a later time. Baby food can be stocked in the lobby.
- Ensure the walk-in light is off, your Reasor's form is on the front desk in the front room, all lights are off and the door is locked.
- When you become comfortable with the process, you can open the boxes and separate desserts from breads and note on the box "bread" or "desserts"