

Clean-up Shift Instructions

Contacts at church that can help get you acclimated:

Michael Phillips, Rector

Arold Dorsinvil, Sexton

Erlinda Brent, Parish Secretary

Ozell Ryant, Sexton

Crates of veggies will be delivered by the time the first shift starts. **Pick up begins at 5:00 and ends at 7:00.**

There are 3 volunteer shifts:

Set-up: 4:30 PM - 6:00 PM

Swing: 5:30 PM - 7:00 PM

Clean-up: 6:45 PM - 7:30 PM

Clean-up Shift Tasks

1. Sign-in and assist members who are picking up shares

- When a member arrives, you should take their name, locate them on the sign-in sheet, and place a check-mark in the column.
- If the member (or if it is a guest picking up someone else's share) is not familiar with the pick-up procedure, direct them to the tables and provide orientation and assistance as needed.
- We do usually have extra paper and plastic grocery bags in one of the large plaid supply bags, in case a member needs some.

2. Distribute additional share and ala cart items to appropriate members

- Some members will be picking up additional share items (such as coffee), or meat & dairy ala-carte items.
- Check names off of the provided lists for the extras they are picking up.
- Collect any checks for payment and place on clipboard in provided addressed envelope.

3. Begin clean-up at 6:45 pm

- Start to consolidate veggies, tidy up CSA supplies, and sweep floors
- Pick-up goes until 7pm so leave enough veggies out until then

4. Stack empty crates in corner

- The empty black plastic crates that the veggies come in should be stacked up in the back corner
- Place the blue padded blanket over the stacks.
- Place a visible "CSA" label on blanketed crates.

5. Move left-over veggies to church storage

- Consolidate the veggies into fewer crates (mixing veggies in crates is fine).
- If you are in the main room on the ground floor, take the crates of veggies downstairs to the kitchen.
- If the pantry door is unlocked, place the crates into the middle refrigerator, if not, place on the island in the kitchen

6. Remove tarps from tables

- If the tarps are wet or have veggie bits on them, sweep the bits into the trash and wipe off the tarps with a paper towel (located in the plaid bags)
- If the tarps are dirty, they can be wiped with cleaning spray and paper towels (with the CSA supplies)
- Fold the tarps and place into the plaid tarp bag
- If the table have gotten wet or dirty, they should be wiped as well.

7. Sweep floors

- Use broom and dust pan to sweep up vegetable debris and deposit into trash can

8. Put away CSA Supplies

- All CSA supplies (papers, pens, tarps, forms, etc.) should be placed into the grey plastic file boxes and large plaid bags.
- Grey boxes, plaid bags and white-boards should be placed into our designated cabinets in the large room on the main floor.
- The storage cabinets are on the eastern wall of the main floor room. Our storage cabinet is the 4th cabinet from the door, both bottom cabinet and one cabinet above. (The latch on the bottom cabinet is broken, so opening it is a bit tricky – stick your finger in the hole and pull.)

9. Gather the Meat & Poultry checks, etc. if necessary

- Checks collected for meat/poultry deliveries (made out to “Pastured Meat & Poultry” or “Lewis Waite Farm”) should be placed into the addressed envelope.
- If the envelope is stamped, seal it and drop in a mailbox when you leave the church,
- ...Or give to the parish secretary.