

Set-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

Set-up Shift Tasks

1. Bring CSA supplies to pick-up space

- Our supplies are stored in the large room on the main floor. If we are setting up in the basement, you need to bring our supplies downstairs.
- 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.)

2. Set up tables with veggies in pick-up space

- Set up 3-6 tables for the vegetable distribution. Set up additional tables as needed for fruit, etc.
- Cover all tables with plastic tarps. (Tarps can be found in the plaid bags with our supplies.)
- Write up the full share items and quantities on one white wipe-off board.
- Write up individual labels, one for each veggie in the share, on paper with a black marker or pen. Indicate the quantity for the share. (Scrap paper and markers can be found in the grey file bins)
- Arrange the crates of veggies on the tables – one crate on top of the table with the label in front, additional crates on the floor below the table.
- If some of the vegetables are part of a share using pounds (especially potatoes, summer squash, etc), place the scales on one of the tables and put those vegetables near the scales.
- For Half-Shares:
 - i. Half-share members are responsible for dividing up the vegetables as required. Lay out some rubber bands for members to use when creating “half-bunches” of greens, herbs, etc.
 - ii. There are a few knives and a wooden cutting board in one of the grey bins, place this on one of the tables, since some members will need to use it for further divisions.

3. 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.

4. 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.