

What to do When You Think There is “Nothing To Do”

Receiving & Stocking Committee

Read the “Introduction to Working in the Produce Aisle” flyer available in the produce aisle. (R)

Read the “Introduction to Working in Receiving and Stocking” flyer available in the produce aisle. (R)

Two or three people can maintain, or “cull,” produce. This means two or three people in addition to those folks who are stocking/unpacking produce. Cullers should first read the “Introduction to Working in the Produce Aisle” flyer available in the produce aisle. Clean and straighten produce displays: pull produce that is not sellable and put it into Soup Kitchen or Compost. Look over all produce— in the cases, on the metal shelves, and in boxes. Make sure that produce in the cool cases is not blocking the air intake grill on the front lip of the case. (R)

Prep and Bale cardboard in the Receiving area. Speak with a staff person about being trained to use the baler if you don’t already know how. (R)

Sweep in produce aisle and Receiving area. Mop afterwards only if Coop is not too busy. (R)

Empty garbage in the Receiving areas and the basement. Empty/consolidate garbage cans, re-using plastic liners when possible. Make sure air can escape from bags that go into the dumpster. Fresh large black garbage bags are under the metal desk in the Receiving area. (R)

Clean Receiving area sink, all sinks in the Produce Processing area, and the Slop Sink in the basement opposite the Blue Room. Remove trash, clear drain, clear catch screen, rinse sinks. (R)

Clean, organize and clear Receiving area. After doing the garbage, sinks and cardboard, continue on to clearing the room of u-boats (if any) and overstock items that need to go back downstairs. U-boats should be distributed around the basement and overstock items must be returned to their proper places in the basement. (R)

Re-Stock twist ties. Back stock twist ties are located in the food processing area (under the spice bagging and weighing area). Twist ties need to be stocked in three places: food processing (in labeled drawers), produce aisle, bulk aisle. (R)

Organize the backyard. Remove all non-hinged wooden crates and all chicken boxes that don’t have both a top and a bottom that fit. Crates that get pulled should be thoroughly broken down and thrown out in dumpster so that they take up as little room in dumpster as possible. Boxes that get pulled should go to receiving to be recycled. Stack remaining boxes and crates separately in the backyard. Chicken boxes must be stored with the tops on. Make sure compost buckets have lids that fit and are neatly stacked. Sweep backyard. If you observe evidence of rodents, please tell a staff person. (R)

Collect empty milk crates from all over the Coop and bring them to basement. Empty milk crates should be stacked in the basement to the right of the rear lift. If this space is full milk crates can be stored on a u-boat near the rear lift. (R)

Take all the deposit return bottles to the basement and sort them— there is an instruction for doing this in the green binder in the receiving area desk drawer. Use the instruction! (S/R)

Collect loose cardboard boxes in the Basement and on shopping floor. Boxes that are OK for shopping must end up on boxes for shoppers with flaps folded in. Boxes not good for shopping need to go to receiving area for baling. (R)

Sweep Basement. (R)

Sweep under bulk bins on shopping floors – roll out bulk bins and sweep under them. Black containers of mouse poison must be left in place against the brick wall. Put bins back in place. (S/R)

please see other side...

Stock the shopping floor dairy cooler: This cooler empties very quickly and can use constant attention. It is OK to work in this cooler for periods of as little as 20 minutes. Choose a section and stock it in the time that you feel you can comfortably spend in the cooler. Feel free to borrow the warm suits, sweaters and gloves we have available. (S/R)

Organize and stock the LARGE "chip" bags above the produce cases: make sure this is well stocked and chip bags are pulled forward. This is the second of only two instances where the Coop wants member to pull products forward. Recycle empty boxes and organize bags, move bags to front so member can reach them. There is no back stock – all the large chip stock is above the produce cases. (S/R)

Organize and stock the SMALL "chip" bags in aisle 7B: make sure chips are well stocked. Recycle empty boxes and organize bags. Back stock for small chips is above the cheese case. (S/R)

Organize and stock candy/cookies in aisle 7A: make sure this is well stocked. The back stock for candy is on the top shelf above where product is located. Recycle boxes. (S/R)

Check Dates on Yogurt and rotate as necessary. Yogurt with dates closest to today should be positioned to sell first. Yogurt with dates farthest from today should be in the back. Do NOT pull products forward. (S/R)

Clean the shelves: remove product one small section at a time and clean shelves. DO NOT USE CITRASOLVE. Use glass cleaner or soapy water. Begin in areas where it gets dirtiest – lower shelves, honey, jam shelves and shelves opposite bulk bins. Then move on to other shelves. You can do every single shelf in the Coop – it is important for us to have clean shelves. (S/R)

Check shelves for box-cutters, pens, markers, clipboards: check for these frequently left-behind items. Collect them and return them to the receiving area metal shelves. (S/R)

Straighten product on the shelves: straighten products, align the products behind their shelf labels. DO NOT RE-ORGANIZE shelves. DO NOT PULL PRODUCTS TO THE FRONT (this is called "facing up") – this makes it very difficult for staff writing send-up list to accurately assess how much product is stocked on the shopping floor. If you know that a product is clearly in the wrong place, return it to its correct place, but please NEVER attempt to re-organize the shelves. (S/R)

Check the "Things to do When..." lists in Shopping and Food Processing. The lists for each committee are different. Send your extra people to those committees/Squad Leaders or talk with the Squad Leaders yourself and cooperate on getting the work on all three lists completed. (S/R)