

Being a Non-Member Authorized Shopper

Info for the Non-Member Authorized Shopper

You are being designated as an authorized shopper by a Park Slope Food Coop member with a qualifying work exemption. This flyer will explain the authorized shopper guidelines and provide basic information about what to expect when you shop at the Coop. We strongly recommend checking foodcoop.com to confirm the Coop's shopping hours before you visit the store.

Proof of ID and Address

The Coop's governing body (the General Meeting) decided that to better protect the Coop against theft and fraud, the Membership Office must collect valid proof of ID and address from all new members. Because authorized shoppers have broad access to the Coop, we have extended this requirement to all authorized shoppers. To finalize your status as an authorized shopper, please visit the Membership Office with a valid **proof of ID and address**.

- **Proof of ID** (present one): Driver's License, Passport, Employee ID, Non-Driver State ID, Student ID, Military ID, Other (accepted at the Coop's discretion)
- **Proof of Address** (present one, must be dated within three months of date you present. No PO Boxes): Utility Bill, Mortgage Bill/Statement, Bank Statement, Renter or Homeowner's Insurance Bill/Statement, Official Federal or State Document, Other (accepted at the Coop's discretion)

Shopping Only for your Authorizing Coop Member

As an authorized shopper you may purchase items only for the Coop member who authorized you as their shopper. The Coop takes this rule very seriously. Our participatory model is unique and requires all those who benefit to be members/owners who contribute financially and also contribute their labor or receive a work exemption. Purchasing items for yourself or anyone other than your authorizing Coop member is against the rules and will jeopardize access to the Coop for the member who has authorized you to shop.

If you want to explore all the benefits of Coop membership, please visit the Membership Office or foodcoop.com for more information about joining.

The Entrance Desk

Each time you come to the Coop, you must first check in at the entrance desk.

- Give the entrance desk worker your authorizing member's Coop member number (including any letters after the number), or scan their membership card (if your authorizing member has given it to you). The entrance desk worker will look up the member and information about the authorized shopper arrangement will be visible to them. This information will include your name and/or organizational affiliation (if any).
- To verify you as the authorized shopper you will be asked to show your own photo ID at the entrance each time you come to shop.
- Once your ID has been verified against Coop records, the entrance desk will issue you a one-day barcoded pass to shop, or if you have the member card simply allow you to enter. If given a barcoded pass, retain it for the duration of your shop and present it at the checkout to initiate your transaction.

Checking Out – Paying for the Purchase

- At the Coop there are two types of checkout stations: those where you can pay with debit only, called checkouts, and those that take other forms of payment, called cashiers. You will always begin at a checkout where your items will be scanned onto a receipt. You may pay for your purchases at the checkout if you are paying 100% of the bill with a debit card. If you use any other form of payment (cash, coupons, EBT, etc.) after all of the items have been scanned onto the receipt, your transaction will be put on hold (called "suspended") by the checkout worker so you can move to a cashier station, resume your transaction and pay your bill. Make sure the checkout worker indicates on the bottom of your receipt how many bags and/or boxes of groceries you have.

- Once you are done shopping, join either the express checkout line (in Aisle 7) or the regular checkout line (in Aisle 4) depending upon the size basket/cart you used to shop. Shoppers who use the large shopping carts must wait in the regular line. When you reach the head of either line, keep your attention on the checkout workers whose job it is to call for the “next” in line.
- When you arrive at the checkout, hand the barcoded receipt you were given at the entrance desk or the membership card to the checkout worker. If you have misplaced the barcoded receipt while shopping, please return to the entrance desk and request a second copy.
- The Coop does not provide plastic shopping bags. You may bring your own shopping bags, purchase a re-usable bag at the Coop or pack into the free cardboard boxes the Coop makes available.

Exiting the Coop

- After you have paid, if the exit desk is staffed, please be prepared to show the exit worker your “paid in full” receipt and, if you paid at the cashier, the receipt showing the number of bags/boxes you have.
- If you need help getting the purchase to your car, public transportation, or your home, feel free to utilize the cart return service. Coop members doing their work-slot staff the cart return service and can accompany you to a destination within our designated “cart return area” and then return the empty shopping cart to the Coop for you. This courtesy service is only available during certain hours and is not guaranteed. Please check foodcoop.com for cart return hours.