

the PARK SLOPE FOOD COOP guide to FOOD PROCESSING



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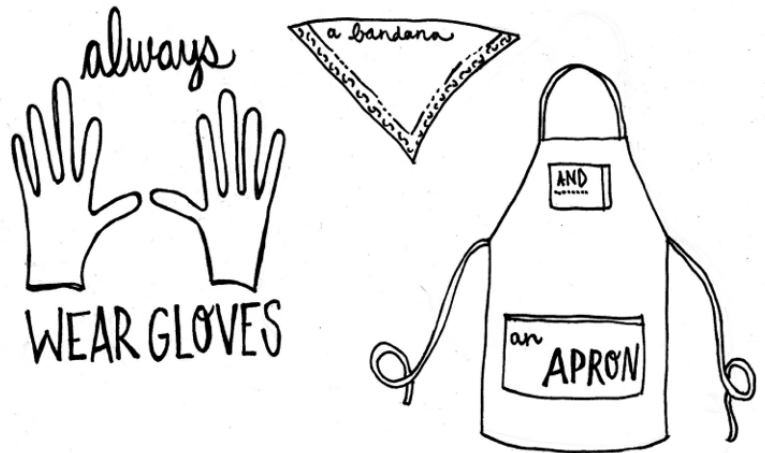
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A. Hygiene & Food Safety

Food Safety rules must be followed. They are made by the New York State Division of Agriculture and Markets. Following these rules allow the Coop to process food as a retailer.

What to wear

- Bandana or hat
- Apron
- Mask
- Disposable gloves
- Closed-toe shoes



How to prepare

- Find a clean area to process
- Find the item that needs to be processed (see section “2. Getting Started”)
- Get the equipment needed for processing
- Wash your hands
- Put on gloves
- Start to process

What not to do

- Eat
- Drink
- Touch food with bare hands
- Work when sick

Washing hands and changing your gloves between each task is mandatory, as is wearing a head (even if you are bald) and beard covering.

B. Getting Started

Ask previous food processors for updates. Ask:

1. What's being worked on?
2. What's highest priority?
3. How old is the current list?
4. What do we not have in backstock? (This will avoid unnecessary searches)

If the last squad's lists are current, continue to fulfill those tasks.

If not, go to the shopping floor and write (a) new list(s).

- Note five to ten products for which the bins/shelves are empty or mostly empty.
- Pay special attention to the biggest sellers.
- Be mindful that your squad is waiting for your list, so efficiency is appreciated!

Once you've stocked the items on your list, write a new list. Look out for other low items as you stock.



C. General Tips & Reminders

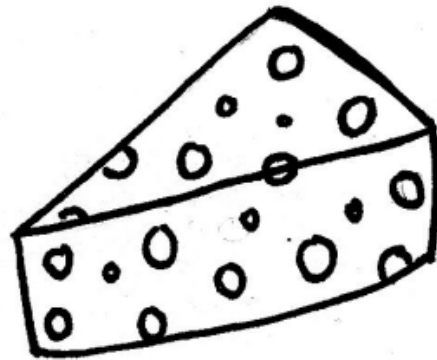
Look for items that have been bagged and priced. Then look for sealed but partially empty box/bag prior to opening a one. If opening a new box/bag, open the one with the oldest date.

For greater efficiency, fill all bags, seal all bags, then price all bags.

When tying the bags, twist the loose top into a curl. Secure the curl down with a twist-tie. Then secure the twist tie around itself. Fewer tails sticking out make for neater shelves.

If a product's shelf/bin on the shopping floor is empty, then bag and price a few and bring them up before continuing to process the rest of the product.

Bag items in roughly 3 portion sizes: small, medium, and large. When bagging and pricing, aim to make bags that cost \$5 or less. It helps to sample the price of each product at the start of the bagging process to get an idea of cost.



D. Cheese

Equipment needed

- Wire cheese cutter
- Cutting board
- Plastic wrap
- Knife for cutting wrap
- Spoon/scooping tool (cream and farmer's cheeses only)
- Plastic tubs with lids (cream cheese only)

Where to find the cheese

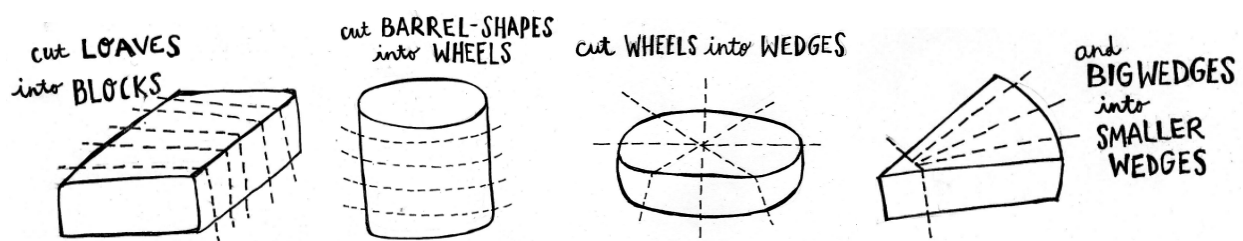
- Most basic cheeses are in the sliding door case.
- If it's not there, cheeses can be found either in the walk-in.
- Forty-pound blocks of cheddar are in the Rainbow Cooler.

What to cut

- When in doubt, cut cheddar. We sell more cheddar than anything else.
- When cheddar is in order, cut all the other cheeses in bins and regular cheeses.
- "Cheeses of the Week" can be cut and stocked when everything else is done.

Cutting the cheese

- There is a standard cutting guide on the front of the sliding door case.
- When in doubt, make it a triangle shape.
- Make a variety of sizes, but try to keep most between \$3 and \$5.
- Wash your cutter and board between cheeses.



Wrapping the cheese

- Cut the whole wheel first.
- Make sure all the cheese is covered and tightly wrapped, like wrapping a gift.
- Use the sticker to seal the loose ends.
- Cream cheeses get scooped into the transparent plastic tubs, the price should be placed atop the lid.

E. Olives, Peppers, Tomatoes, Beans & Artichokes

Equipment needed

- Large metal strainer
- Can opener
- Plastic bags (typically used for bagging dry goods like nuts)
- Spoon/scooping device

Where to find products

- Castelvetrano olives, peppers, and tomatoes are in the cheese walk-in.
- Other olives, beans, and artichokes are on the right or left side of the sink on pallets.

How to bag olives

- Use plastic bags for bagging olives.
- Pour the olives into a colander to drain them before bagging.
- Work on olives in the space to the right of the sink.
- Keep the working space and the olive bags as dry as possible.
- When you empty a can of olives, rinse the can, remove both ends, and flatten the can before putting it in the blue recycling bin. Empty olive buckets should be rinsed and left to dry underneath the sink.



How to pack peppers, tomatoes, beans, and artichokes

- Use 8oz heavy-duty containers (not the transparent kind) to prevent spills.
- Work in the same area as olives.
- Pour the product into a bowl, stir, then scoop into containers. Some liquid is okay.
- Plan ahead when doing tomatoes, as thawing frozen jars takes time.
- Recycle bean cans just like olive cans.
- Rinse tomato and pepper jars and let them dry underneath the sink.

Once empty cans/jars have dried, place in them in a clear bag so they're ready to be recycled.

F. Teas & Spices

Equipment needed

- Smaller, thinner bags in small white boxes labeled (4 x 2 x 8 inches)
- Large metal bowl
- Scooping tool, such as small measuring cup

Where to find products

- Teas are on the shelves to the right of the sink. Tea backstock is on white shelves above & below stereo.
- Spices are on the shelves above and to the right of the table left of the sink. Spices backstock is on shelves to the left of the sink, below the table under spice shelves, and on the metal rack near the stairs to Receiving Room.

How to bag teas and spices

- For smaller spice bags with easily-to-pour contents (granules, dense pieces, etc.), cut a corner of the bag and pour into bags. It helps to open many bags before pouring.
- For larger spice bags and bulky, lightweight, and/or more delicate contents—most teas and some spices—empty the contents of the bag into a metal bowl and scoop into bags.

Tips for specific products

- Hibiscus comes in large plastic sacks—bag only some of it at once to avoid overflowing the designated bin.
- Matcha is an expensive and fine powder, so bag gently!
- Bay leaves are sometimes too light for the scale, so be sure to add enough to each bag. Also, use the bigger, thicker bags (usually for nuts, fruits, etc.) to prevent tears.
- When bagging ground and whole cloves, only label the number of bags needed on the shopping floor. Clove oils fade the ink on the labels.

