

Sorting Notes

27/01/13

On Arriving

1. Count the number of unsorted crates. Estimate the number of crates you have brought. Write on the board: the date; where the food came from (eg. Sainsburys); number of crates when you arrived; and number of crates you brought.

On Sorting

2. Sort the food only onto the shelf labelled "Sorting (in)"
3. Mix together the food into the groups as per the map at the entrance and the label at the top of each shelf. Please do not separate different food items within a shelf group.
4. Sort food on the shelf as efficiently as you can, to make best use of the space.
5. Please separate multi-pack items and throw away the plastic/box wrappers
6. Quirks
 - a) If there is not enough room on the Sorting shelf, put the food in the "surplus" bin
 - b) If you see anything out of date, put the food on the "Out of Date" shelf
 - c) If you do not know where to put a food item, put it on the "Unknown" shelf
 - d) If you come across baby or toddler food, put it in the "Baby/Toddler" bin
 - e) If you come across clothes, put them behind the door in the second room.

On Leaving

6. Write on the board: the total number of crates you sorted; and the number of unsorted crates remaining.
7. Take away any boxes, plastic and carrier bags and throw them away outside the office
8. Lock the office according to the instructions on the outside of the door.

