Produce Bagging during Farmers’ Market Season

Thank you for your interest in helping AFAC by bagging produce.

We serve approximately 2,000 client families a week (current as of July 2014) and each time a family comes to AFAC, they can choose 2-3 items from our produce shelves.

Please come prepared to stand for two hours, wear close-toed shoes and clothes that might get a little dirty.

Minors under 18 are required to have their parents/guardian sign a hold harmless form to volunteer. Minors under 14 must volunteer with a parent/guardian. All minors (age 14-18) must be picked up promptly at the end of the session.

Please sign-in using touch-screen computer in office or the computer in the client-waiting room. You can find your PIN on the list with the orange cover. The blue sign-in binder can still be used if the computer doesn’t work or if you can’t find your PIN.

Before the van with the produce arrives:

The weekend supervisors may ask you to do any of the following tasks before the van arrives from the farmers market:

- Cut and tie mesh bags (22”)
- Bag any veggies in refrigerator and put them back into the refrigerator wherever they need to go.
- Prepare the back refrigerator for the incoming produce:
  - The empty space at the back of the cooler without shelves is for all farmers' market produce.
  - Oldest items go on the top right so staff can get them out on Monday morning.
  - Newly bagged like items (all onion, all carrots) go on the top right back.
  - Mixed produce bags belong on the bottom right back.
  - The left side of the cooler is for bread and pastries. This side can be used if needed for produce. If the bread and pastries need to be moved, put the bread on the racks and the pastries in the fridge in the client room.
  - Do NOT let the food rest directly on the floor. Stack crates on shelves, pallets, or on top of an empty crate.
When the van arrives:

- Some volunteers are needed to help unload the incoming produce and weigh it.
- The supervisor and helpers will weigh each crate or bag before sending it into the warehouse for bagging.
- Be sure to close and lock the loading dock door once the food has been unloaded.

Bagging:

- First, Wash Your Hands in the kitchen area.
- Supervisor will provide instructions on how many of each item go into a bag
- Leafy vegetables go into plastic bags and leave them open so they will be less likely to wilt.
- Sturdy veggies go into the mesh bags; tie them off.
- Put the bagged veggies back into crates, placing like items together into crates; no mixing. Don't fill the crates to overflowing.
- Stack the crates on a cart or the ground to be moved by a dolly. If stacking on the ground, make sure the bottom crate is empty. Do NOT put crate full of produce directly on ground.
- Push cart/dolly into the back refrigerator. Crates go to the back of the fridge.

Clean up:

- When you're done, clean up, sweep up, wash your hands, and sign out. Smile. 😊 You've really helped.