

Dry Goods Bagging

Before we begin there are a few general rules for bagging that you should follow:

- You must always wear gloves and have your hair covered while bagging food. AFAC provides disposable gloves and hairnets but you are welcome to bring a hat or scarf from home.
 - Make sure to put your hair covering on first, then wash your hands and put on gloves. Please use good glove hygiene. Always change your gloves if the gloves are ripped, torn, contaminated, or if you are changing to a different food task.
- Crates and bins must be able to stack together so please do not overfill them
- Never place crates or bins filled with food directly on the ground. Filled containers should be placed on empty crates, pallets, or carts, not on the ground.
- Wear closed-toe shoes for your shift
- And lastly, please clean up after yourself

Once everyone is ready, an AFAC staff member or volunteer supervisor will give you instructions for the day's task. After you receive instructions, head over to your station and begin bagging.

Supplies – each station should have these supplies on hand

- Big bin with funnel (and funnel stand), full of beans/rice/oatmeal
- Plastic scooper
- Heat sealer plugged in
- Bagging envelopes
- Empty crates/bins for finished bags
- Pallet for finished crates

General Bagging Instructions

- One 50lb bag of beans/rice/oatmeal goes into each big bin. Ask a warehouse staff member to help if you cannot lift the bags.
- Volunteer 1: use the scooper and funnel to put two “regular sized” scoops of beans, rice, or oatmeal per bag. The bag should be full, but there should be about 1.5 inches of air at the top.
- Volunteer 2: use the heat sealer to seal the top of the bag. The heat sealer should be set about level 4 (too hot and it will burn a hole in the plastic; too cool and it won't seal). Try to get as much air out of the bag as possible. Press down on the handle and count 1-Mississippi to seal. You do NOT need to press down too hard! Check if the seal is good by flipping the bag upside down OVER THE BIN.
 - If the heat sealer isn't working, get a staff member to help
- When the bag is sealed, place in a bin/crate. For beans and rice: 25 bags go in a crate. For oatmeal: 50 bags go in a bin. Place finished crates/bins on the palette provided.

To help our warehouse staff at the end of your shift please spray down your station with one of the cleaning bottles near the triple sinks, help sweep up the floors, and then check with a staff member to see if they need any additional help!