

Sorting & Bagging Produce

Hi, thank you for volunteering with Arlington Food Assistance Center. Below, you will learn how to sort and bag produce.

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 sorting your produce.

Produce is packed three ways:

1. Mesh Bags - Items that do not wilt quickly
 - a. **apples, bananas**, citrus, **corn**, cucumbers, eggplant, kiwi, **onions**, peppers, **potatoes**, summer squash & small winter squash
2. Plastic Bags - Items that will wilt quickly
 - a. Asparagus, beets, *berries*, **broccoli, brussel sprouts**, carrots, cauliflower, cherries, grapes, *green beans*, green onions, fresh herbs, lettuce & **leafy greens**, mushrooms, parsnips, *peaches*, pears, radishes, rhubarb, turnips
3. Not Bagged - Large items
 - a. cabbage, melons, pumpkins, winter squash

If you come across any spoiled produce, simply place it in a provided compost bin. If the item has mold, is leaking, or has large splits in the skin it should be composted. If you are unsure, simply set the item aside or ask a staff member. **PLEASE DO NOT PUT PLASTIC OR OTHER "NON-FOOD" ITEMS IN THE COMPOST BIN!!**

Once everything is properly bagged, place in crates with other similar items. Make sure to ask staff how many bags per crate are allowed. Make sure to not overfill crates so that they can be neatly stacked. Once filled please place crates on empty crates, pallets, or carts, not on the ground.

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 and check with a staff member to see if they need any additional help!