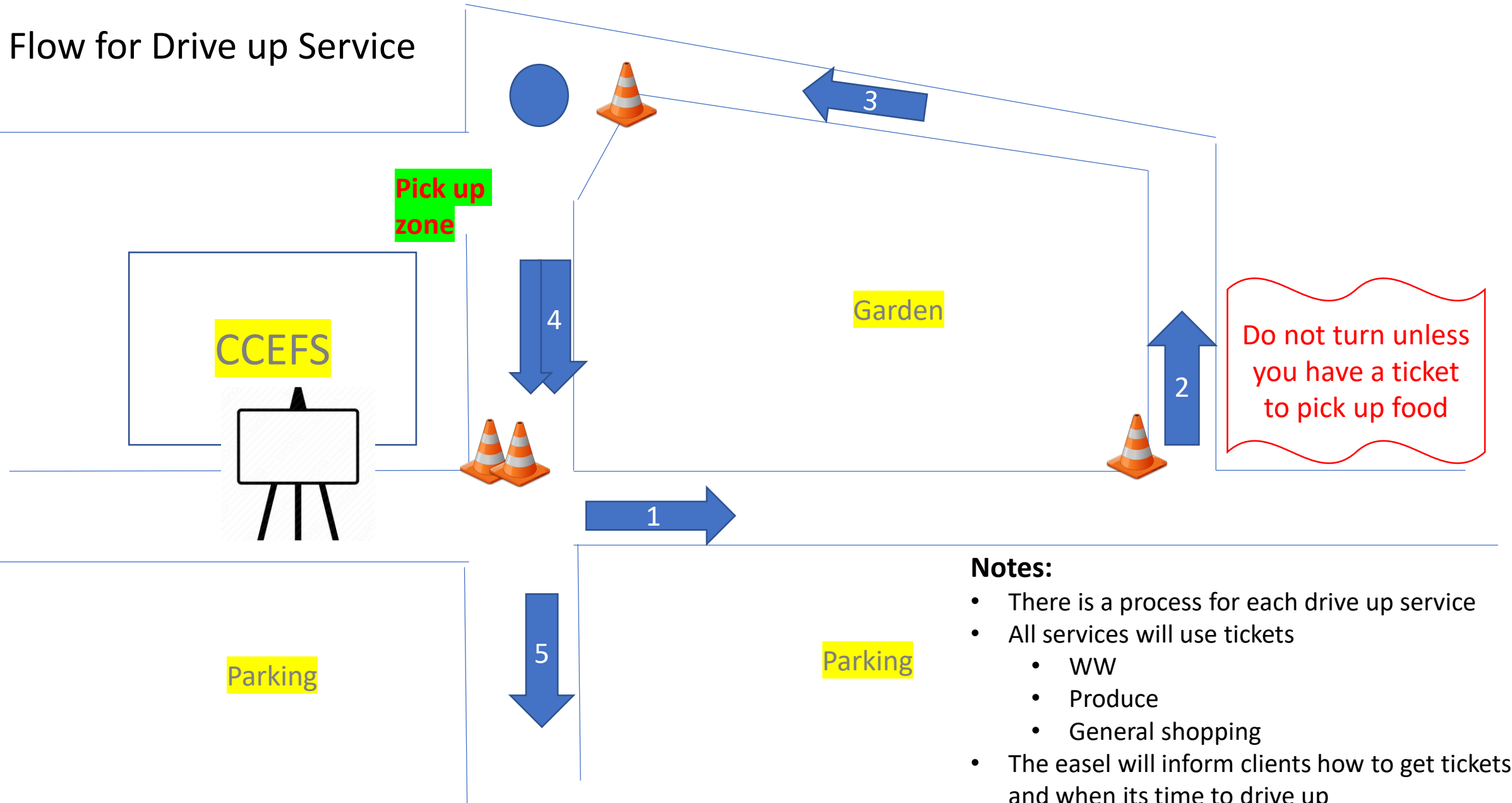


Flow for Drive up Service



Notes:

- There is a process for each drive up service
- All services will use tickets
 - WW
 - Produce
 - General shopping
- The easel will inform clients how to get tickets and when its time to drive up
- Clients can ring the door bell to talk to Carol through the glass doors

Wild Card Wednesday Pack Out Plan

Assumptions:

- *SHH delivers 5-7K pounds on 3 deliveries
- *150 clients use the service
- *a minimum of 14 volunteers serve
- *all clients will receive a time card to use drive up service

Pack out will contain

- 1 box containing produce plus bread and sweets
- 2 pieces of meat bagged in coolers
- Milk if available (stored in coolers)

Process to pack out

Produce/Bread:

- we will build banana boxes with no less than 2 types of fruit and 4 types of veg plus 2 sweets and 3 breads
- On plastic skids we will lay out a layer of banana boxes,
- and stack 3 high (about 24-30 per skid)
- The skid will be moved to the staging area outside (5 skids needed)

Milk (if available)

- *will be stored in the large coolers which are moved to the staging area by u-boat

Meat

- *using plastic bags, we will bag 2 pieces of meat.
- *meat bags will be separated into coolers based on PORK or NO PORK
- *the client will be asked their preference

INTAKE:

- *done by paper, carside. Filled in sheets will be passed inside to be entered into the systems
- *intake must collect timed tickets

Traffic management:

- The time ticket manager will update the easel every 15 minutes to
- communicate what group is being served

Mon, Thurs, Fri. Drive UP Pack Out Plan

Assumptions:

***each kit is the same for each client except for Pork or no Pork**

* We are able to use our TEFAP inventory for this client base

*a minimum of 10 volunteers to pack and 6 to serve

*all clients will receive a TICKET to use drive up service. A volunteer will sit at the front door handing out a numbered ticket and using our walkie talkie, let the team rolling out carts know a client is coming through, plus it tracks how many we do as a double check.

Clients may return each week for a "to go" Bag

Pack out will contain (over 30 pounds)

- 1 box containing produce, deli, eggs, milk and yogurt or cheese
- 3 pieces of meat bagged in coolers
- A grocery sack of 2 sweets and 4 breads
- THESE 3 ITEMS will be placed in a GROCERY CART and staged as a completed CAR KIT. Each cart will be rolled out to the drive up area as needed

Process to pack out—all CAR KITS—1 per grocery cart

Bread:

- Using paper grocery sacks: load 2 sweets and 4 bread (or more)

Product/Milk/Dry Goods

*one banana box will be loaded with ½ gallon of milk, 1 doz eggs, 6 yogurt OR Cheese, plus 6-8 deli items. Dry goods will include: 2 canned veg, 2 canned fruit, 1 Peanut butter or tuna, 3 Soup, 1 noodles and 2 sauce, 1 cereal, 1 paper product, 1 cleaning product and 1 bar of soap

Meat

*using plastic bags, we will bag 2 pieces of meat.

*meat bags will be separated into coolers based on PORK or NO PORK

***the client will be asked their preference**

INTAKE:

*done by paper, carside. Filled in sheets will be passed inside to be entered into the systems

*intake must collect tickets

Ticket Management

- Tickets will be issued to clients as they arrive, and at that time they can drive to the pick up area. The ticket manager will walkie talkie the number of clients coming the pick up station.

Note: the ticket manager must tell clients that no choice is offered other than meat



Plus

Grocery sack

2 sweets
4 or more bread



Plus

Banana box

1 doz eggs
½ gal Milk
6 yogurts or cheese
6-8 deli items
2 canned veg
2 canned fruit
1 peanut butter or tuna
3 soup
1 noodle + 2 sauce
1 bar soap
1 paper product
1 cleaning product



Plastic sack

3 meats (2 coolers)
Separated by
PORK or NO PORK

EQUALS



Car KIT

Preload 20 carts
Prior to shift, but hold
On loading meat until
Service.
As carts empty, load as
Needed

Note:

Prebuild 20-30 banana boxes
Prebuild 20-30 bread/sweets sacks