



- **FORKLIFTS – ONLY CERTIFIED FOOD BANK EMPLOYEES ARE PERMITTED TO USE – NO EXCEPTIONS!**
- Do not stand/sit on pallets (no exceptions)
- “Yield to Wheels” (forklifts & Pallet jacks) Clear the way when they are in the area
- Breakdown boxes as you go – do not block the aisle way. If the box can be recycled, please place them in carts
- Crates are sorted by color (green w/green, black w/black, blue w/blue, etc.)
- Clean up spills – place “wet floor” sign in spill area – mop & bucket are located outside in the fenced in area
- Red trash cans are for food waste only – fill to tape line, weigh & record before you empty
- Green trash cans are for regular garbage
- Corridor – only people can walk through – no red carts, pallet jacks, bread racks, etc.
- Do not enter or exit through bay doors – forklifts only
- No cell phones permitted in warehouse
- Report all incidents and accidents immediately to Operations Director
- For Market & Warehouse questions see Mike-Warehouse Manager.
- Fire drill – If you’re in the warehouse, exit through the pedestrian doors and meet in the North Driveway. If you’re in the breakroom, restrooms, admin area, exit through the south door and meet in the south parking lot.

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- **NO EXCEPTIONS** – no food and/or snacks are to be placed in breakrooms
 - Breakrooms will be replenished with snacks by Food Bank Staff
- **No food and/or product is to be taken out the back door**
- Eggs & Chicken always go on the bottom of coolers – never place anything under eggs or chicken
- When sorting product “when in doubt throw it out”
- When making baskets – do not throw food in the baskets
- When stocking the meat freezers – if you see the following, please throw it out:
 - Freezer burn, black or green spots, open packages, etc.
- **PROTEIN** – when sorting please save the following items:
 - Canned chicken, canned tuna, peanut butter, canned roast beef, package tuna and/or chicken



- Masks are optional
- Wash and/or sanitize hands throughout day
- Change gloves every ten minutes or when changing tasks– do not sanitize gloves
- There are sanitizing stations throughout the warehouse
- Wash hands before touching your face and/or eyes
- If not feeling well, please report it
- No clients are allowed in the warehouse

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