

**Produce Stand Attendant Orientation**  
**SCCAP's Gleaning Project - Adams County**

*Thank you for volunteering! We cannot do this without you. Don't hesitate to ask questions!*

When you arrive for your Produce Stand Attendant shift check in with the Gleaning Coordinator and sign in to log your volunteer hours.

**About the Stand**

- The SCCAP Produce stand is free and available to anyone who needs access to fresh fruits and vegetables. This food is fresh, local, delicious, and nutritious.
- The stand functions as a distribution point for The Gleaning Project (TGP) as a way to reduce waste and improve nutrition.
- We work to make the stand a welcoming place for everyone, regardless of income, ethnicity or social status.

**Stocking the Produce Stand**

- A variety of all produce in the cooler should be put out on the stand unless marked otherwise. Boxes of produce being stored on the shelf to the right of the small door in the cooler is usually reserved for a community partner.
- Distribution of produce is often time sensitive. Be mindful of what needs to go out on the stands first, and what can wait.
- If you find food that is not fit for distribution, please toss it in a 5 gallon bucket in the "toy chest" in the cooler. This food will be for the pigs, goats, chickens, and cows!
- There is a basket of produce ID cards on the bottom shelf of the small table in the produce stand area. When you put a produce item on the stand, make sure to display the proper label. These are velcroed for easy rearranging.
  - If you don't know what a produce item is, ask someone, or sift through the seed catalogue in the Produce Stand Attendant binder.
- We have a number of recipe cards for our produce items. Make sure they are displayed near the fruit or vegetable item. If we run out of a specific recipe, leave a note for the Gleaning Coordinator to print more.
- On the side of the small table in the produce stand area there's a box labeled 'bags'. Make sure this box is full of plastic shopping bags when you arrive and leave. It's helpful to check the bags as you stock, to make sure they don't have trash or holes.

- When all the produce is taken from a crate, check to see if it needs to be washed. If so, there is a hose in the greenhouse. Crates should then be collapsed and stored alongside of the cooler. If you're unsure of how to collapse the crates just ask.
- When you put apples on the stand, dump them from the Rice box into a black gleaning crate. The top should pull right off the box. Save the intact box and put it in the greenhouse.

### **Other Duties**

- If a volunteer comes to pick up produce to deliver to a community partner during your shift, make sure they sign it out on the "Food OUT" sheet in the cooler. There is a scale in the cooler to weigh outgoing produce.
- If a grower or gardener comes to drop off a produce donation during your shift, make sure they log it on the "Food IN" sheet in the produce stand area. The food donation can then either be put directly on the stand, or in the walk in cooler.
  - Make sure grower/gardener records their name, the type and weight of produce, and the value and their contact info if they would like a receipt.
  - Some growers prefer to write "anonymous" in the donor column. This is okay, but please let them know that putting a name (even if it's not a full name, or is an alias) helps us count how many *different* individuals donate produce for our grant reports. If 5 different donors write "anonymous" we can only count one donor.
- Check out the Gleaning Raised Bed Gardens in the back. Help to water, weed, or harvest produce for the stand.
- If it's a busy pantry day with people waiting around, we have a binder of childrens coloring and activity sheets in a folder on the bookshelf in the gleaning office. Feel free to come get activities, markers, crayons, or chalk for the kiddos to play while they wait!
- If you're interested in hosting a Produce Stand Sampling event during your shift, just touch base with a Gleaning Coordinator. You can bring produce home, prepare it how you'd like, and bring it back. Or you can use the on site kitchen to prep a little snack. Ask us and we'll support you with this fun opportunity!

### **Navigating SCCAP**

- The gleaning cooler is the one closest to the parking lot. The other cooler near the raised beds is for the food pantry.

- The Gleaning Project Green House is used for storage. You'll find a hose, lots of boxes, and some buckets in there if you ever need them.
- The Gleaning Project Shed is also used for storage. You'll find gardening tools, mason jars, and produce stand sampling plates, utensils, and napkins in there.
- There are bathrooms inside the main building for your use.
- There should be cold water bottles in the cooler. If you don't find any, just ask.
- The first week of the month is usually the busiest, the last week is usually the slowest. If it is a slow time and you don't feel that your time is being valued, let us know and we will find other projects for you, or relieve you of your duties.
- Please park in the upper lot by the train tracks, or street parking along Water St. if you are able to walk. This frees up parking for clients, and is great exercise!

## Frequently Asked Questions

- How much can I take?
  - Take as much as you can use and share, but be mindful of others.
  - It is not your job to police, simply to inform and encourage folks to be respectful. If you suspect that someone is taking produce in bad faith, please let the Gleaning Coordinator know.
- Can I come back again tomorrow or next week?
  - Yes! Come any day we're open, as many times per month as you please.
- Do I need to be "eligible" to take food?
  - Anyone in need of fresh produce is welcome, even if they are not eligible for food assistance through the pantry.
- How do you cook/store/eat \_\_\_\_\_??
  - We have recipe/info cards for most produce items. Encourage folks to take and use them!
  - If you have any recipes or helpful tips to share, feel free to do so!
- When will you have \_\_\_\_\_??
  - We do our best to have a variety of what is in season locally, but we get what we get when we get it. Refer them to the seasonality chart on the wall.
- Where does this food come from?
  - All the food is donated by local farms, orchards and backyard gardens. It is collected by TGP staff and volunteers.
  - All packaged produce comes from a factory in Hanover. We receive produce that is too close to the expiration date, when grocery stores won't buy it.
- Can I help out with TGP?
  - Yes! We have a lot of roles for people, even if they are not able to harvest in the fields. (Delivery drivers, Produce Stand Attendants, Food Preservers etc)
  - There are flyers in the Produce Stand Attendant binder about the many ways to get involved with The Gleaning Project. Hand these out like candy.
  - There should also be information posted in the Produce Stand area about upcoming gleans, cooking classes, or preservation classes.
- When is the SCCAP Produce Stand open/closed?
  - Our hours change seasonally. There are English and Spanish versions of the Produce Stand flyer in the Produce Stand Attendant binder.
  - We're closed on federal holidays. A list of these holidays is in the Produce Stand Attendant binder. If a holiday is coming up, please remind folks.
- May I take some of the food from the raised beds out back?

- Yes. But please ask before you do so, and limit the amount that you take. This is an educational garden, so we may have specific activities planned.
- Where are the bags?
  - There should always be plastic bags in the wooden box on the side of the small scale table.
  - We are always collecting more bags, so if people offer to bring theirs in, we will take them!

### **Spanish Vocabulary**

Good Morning --- Buenos Dias

Good Afternoon --- Buenas Tardes

Welcome --- Bienvenido

Thank You --- Gracias

Bag(s) --- Bolsa(s)

Would you like to try \_\_\_\_\_ --- Quieres probar \_\_\_\_\_

See you next time --- Hasta la proxima

Have a nice day --- Tenga un buen dia

Take as much as you can use and share, but be mindful of others --- Toma la cantidad que puedes usar y compartir, pero toma en cuenta los demás.