



# Partner Agency Warehouse Guidelines

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**ADDRESS:** 2345 W. Broadway Eugene, OR 97402

**HOURS:** Monday through Friday 8:30 am - 4:00 pm

**\*\* Please arrive when you are scheduled \*\***

**\*\* You must make arrangements with PA Services if you need to adjust \*\***

## Tips for Before Arriving

- Closed toe shoes are **required** at all times in the warehouse.
- Bring gloves and a jacket for cooler shopping
- Clean inside of vehicle regularly
- Keep potential contamination away from food (wiper fluid, oil, etc.)
- Do not bring animals\* (exception for service animals)
- No children under 16 in the warehouse
- For large loads, bring rope, tie downs or cargo nets, and tarps for bad weather. Shrink wrap is not intended to secure your load during transport.
- Bring freezer blankets or coolers to transport perishable foods in hot weather if traveling long distances (anything over ½ hour).
- Please ensure your vehicle is adequate for the order you are picking up. All vehicles that can haul cargo will have a GVW (Gross Vehicle Weight) posted in the sill or frame of the driver door. Please do not order or load more than this weight.

## Once You Arrive

- You must **sign in and out** of the warehouse log located at the desk **as soon as you enter and right before leaving**. Be sure to sign in all people in your party.
- Door code: 1110#
- You may bring more volunteers if you need to, but they should wait on the loading dock, not in the warehouse.
- Max 3 people per agency in the warehouse
- Max 2 people per agency in the cooler
- **Never enter through the forklift door, and keep forklift paths clear**
- Do not distribute banana boxes to clients, or recycle or repurpose them. Return banana boxes (clean, dry, empty, complete top and bottom).
- Return milk crates, metal crates, bread racks
- If returning afterhours, please return to Bailey Hill warehouse (770 Bailey Hill Rd.)

# Partner Agency Warehouse Guidelines

## Cooler Shopping

- Maintain culture of sharing
- Clean up spills (or notify staff)
- Throw out bad product
- Keep food categories separate (produce, bakery, dairy, deli)
- Work with warehouse staff to weigh out food

## Before You Leave

- **Check your mailbox and sign out!!!**
- Review your order for accuracy
- After you leave, we cannot accept returned product at the dock
- Notify FFLC of discrepancies within 48 hours

## Sorting Categories

### PRODUCE

Vegetables, fruits, herbs, veggie trays without dip, bagged leafy greens & salad kits without protein/dressing,



### DAIRY

Milk, dairy items, eggs, non-dairy milks & yogurts



### DELI

Sandwiches, ready-to-eat foods, lunch meats, sauces, dips, salads with protein/dressing, veggie trays with a dip, coffee, juice



### BAKERY

Bread, buns, artisan loaves, bagels, muffins, cakes, pies, cookies, donuts, snack cakes, pastries

