



## Warehouse Rules and Policies

In an effort to effectively service our agency appointments, we ask all agencies to cooperate with the following guidelines:

- To ensure equal access to the warehouse, all agencies are required to make an **Appointment** before their arrival. **Please ARRIVE on Time!!!!** If you are more than **15 MINUTES LATE** you need to reschedule your appointment for another date and time.
- **Floor Shopping Time Limit is 20 Minutes Only**
- When entering drive way there is **one way in** and **one way out** please exit around the building.
- Please take **FULL CASES ONLY!** Please **DO NOT** open any cases.
- When placing a product on your cart, please keep all the same items together.
- Agencies **are not** allowed in the receiving or Freezer areas. **NO EXCEPTIONS!!!**
- Please ask for assistance for any product that you cannot reach. **DO NOT CLIMB!**
- Nothing is to be placed on your cart after it has been counted. If additional products are needed please use a separate cart.
- Please close all doors when entering and exiting the cooler.
- **Signs that say “INVENTORY” or “PROGRAM FOOD” are off limits!!** This product is held for our Senior Brown Bag, Food 4 Thought programs and other food banks or the product is not in inventory at that time.
- No open-toed or other open-ended shoes allowed. **NO EXCEPTIONS!**
- When shopping, you are not allowed to bring in the individuals that you serve.
- Our Insurance will not cover anyone under the age of 18 in the warehouse.
- To prevent warehouse congestion, your agency may only have 2 shoppers on the warehouse floor at a time.
- No eating, drinking, smoking or talking on your cell phone in the warehouse.

### \*\*\*\*WAREHOUSE HOURS\*\*\*\*

The warehouse is open (by appointment only) Monday through Friday from 8:00am to 1:50pm

Please share this memo with all essential personnel.

We appreciate your cooperation.