



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!!!!**
 - 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 area. **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 and freezer.
 - Make sure to read the bulletin board for information regarding updates, changes in policy and grant foods that are available by county.
 - **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.
- ❖ **Please recognize our limitations:**
- A. No open-toed or other open-ended shoes allowed. **NO EXCEPTIONS!**
 - B. When shopping, you are not allowed to bring in the individuals that you serve.
 - C. Our Insurance will not cover anyone under the age of 18 in the warehouse.
 - D. To prevent warehouse congestion, your agency may only have 2 shoppers on the warehouse floor at a time.
 - E. No eating, drinking, smoking or talking on your cell phone in the warehouse.

****NEW WAREHOUSE HOURS****

The warehouse is open (by appointment only) Monday through Thursday from 8:00am to 1:45pm
CLOSED 11:00-11:30 FOR LUNCH
CLOSED FRIDAYS

Please share this memo with all essential personnel.
We appreciate your cooperation.