



## Training Instructions – Floor Support

### Reminders for all event volunteers:

1. **ALWAYS WEAR A HAIRNET** when in the packaging room.
2. **ALWAYS SANITIZE your hands and put on a clean pair of gloves when working with food or utensils that touch food, and repeat as needed when switching between jobs.**
3. Use proper lifting mechanics to prevent injury and use carts to haul product when possible.
4. Yield right-of-way to any heavy equipment.
5. Be attentive to any volunteer who is feeling ill, overheating, appears lightheaded or is having a possible allergic reaction. Have them sit down in the nearest chair if possible and **IMMEDIATELY NOTIFY an Event Lead wearing a tie-dyed shirt.**
6. Watch your step, no horse play, no running and please mind your fingers and toes.

### Floor Support:

#### General

1. Train, monitor and assist packagers as needed. Gently remind packagers that any food product that is spilled outside of the catch container will go to waste and will not help a hungry person in need.
2. Vitamin pouches that fall outside of the catch container should be collected and given to an Event Lead.
3. Replenish cups, spoons and other supplies and exchange any failed equipment at the Supply Table.
4. Help stack finished boxes with date stamps visible and in layers of 11 boxes each to include one row of three boxes, next to two rows of four boxes. Alternate the side with the row of three boxes for each layer.
5. Please wait at the end of your shift until the shift's Floor Support has arrived to relieve you.

#### Set Up

1. Sanitize your hands and put on gloves.
2. Place tub lids under tubs, open containers and roll down liners. Tape down vitamin box flaps and place plastic meal bags in empty tub.
3. At the Supply Table, pick up the following and put in place at each of the 4 Pods: 8 catch trays, 16 plastic rice and soy cups, 8 colored vegetable scoops, 16 plastic rice rebalancing spoons and 16 containers. Be careful not to drop or contaminate these clean food contact items.
4. Ensure MFTH boxes are under the packaging table.

#### Restocking

1. Sanitize your hands and put on gloves.
2. Restock rice and soy tubs with clean, gloved hands.
3. Restocking the vitamin and vegetable boxes will contaminate your hands, so do not touch clean product inside with dirty hands.
4. When restocking vitamin boxes, use the tape gun to seal 3-4 sides of the box flaps down.
5. Do not go between clean/dirty restocking jobs with gloves on.

#### Cleaning and restocking between shifts

1. Sanitize your hands and put on gloves.
2. Pour contents of catch container into the rice tub. **IMPORTANT: If it appears that the catch container contents are, or could be, contaminated, discard into trash box under table.**
3. Restock rice, soy, veggies, vitamins and bags (see Restocking Steps 2-5 above).
4. Discard any contents in the large catch tray, slotted white scale baskets and tubs.
5. Using the table scraper, scrape the food contents from the table into the trash box under the table.
6. Empty the contents from the trash box into the nearest larger trash can when needed.
7. Restock MFTH boxes under the packaging table.
8. Sweep up and throw away any large spills of food product on the floor.