

Gleaning Instructions - Monday Grocery Outlet

Where: 16920 SW 72nd Ave, Tigard, OR 97224

Pull up to this garage door around the back of the building and ring the doorbell.



Tigard, Oregon

When: Volunteers should arrive at Grocery Outlet between 9:30am and 1:00 pm.

GLEANNING INSTRUCTIONS

Dropping off: Hunger Fighters, 4 Monroe Pkwy, Suite A, Lake Oswego

1. At Grocery Outlet

- It is helpful to have bins on hand, but they will often provide boxes!
- Usually whoever opens the garage door will assist with showing what items they have available for us.

2. At the Pantry -

- Enter through the garage door using code provided.
- Weigh the items (not individually - we only need the total weight) and log in Foodbank Manager in the tablet next to the scale.
- Put any perishable items into designated refrigerators in the shop (produce, dairy, pre-made foods, or bakery items). If there isn't space for bread and/or pastries in the

refrigerator, put the remainder on the metal rack across from that fridge. Put any frozen items in the freezer.

- If you bring in loose produce, look to see if there is already produce of that type in the pantry fridge and put like items with like items. If there isn't a bin for that type of item, grab a green bin and put the produce in the fridge.
- Non-perishable items can be stocked directly on shelves in the pantry - please pay attention to signage.
- **It is the gleaner's responsibility to put all the gleaned food in the correct place in the pantry. Please do not leave any food outside or on the floor of the pantry.**

If you need assistance or have questions, call or email Marlea (503) 683-3401

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