

Portioning Guidelines

There are certain items that come in bulk that we portion into smaller sizes. Before portioning, please wash your hands and put on gloves. If you are handling the egg cartons you may also want to put on a face mask. If there ends up being an uneven amount of any product, you can leave it in the back room on the shelves.

- Laundry Pods
- Dish Pods
- Tampons / Pads
- Oatmeal packets
- Tea
- Coffee
- Eggs
- Misc. items as they are donated

Laundry pods, dish pods, and tampons: Use the Great Value Sandwich bags (not the slider ziploc bags). Put **8** units of the item in 1 bag. For tampons and pads, try to group sizes together. Label each bag with what the product is (i.e. "Laundry Pods"). All items can be stocked on the pantry shelves in their permanent spot or in the back room on the hygiene shelf.

Oatmeal packets, tea, and pads: Use rubber bands to group **8** units together. Try to group similar flavors and caffeinated/decaffeinated tea together. For the oatmeal, make sure to wrap the rubber band around twice or packets will fall out. For thin pads group them into 8, but for regular size pads you can leave them loose - no need to portion. All items can be stocked on pantry shelves in their permanent spot.

Coffee: Use the scale (under the silver table) to weigh **4oz.** of coffee into the slider ziploc bags. Label the bag with the type of roast and if it's caffeinated or decaffeinated. Coffee can be restocked on pantry shelves in permanent spot.

Eggs: Use the half-size cartons that are stored on the top of the yellow shelves. Portion **6** eggs into each carton, write the expiration date on a piece of tape and stick it to the top of the carton, and then put a rubberband around the carton. All eggs can be stocked in the egg shelf in the pantry fridge.

Miscellaneous items: When bulk items are donated please use your best judgement on how much to portion for each guest (Or leave it for HFO staff to determine!). If it is produce like tomatoes, brussel sprouts, green beans, leafy greens, etc. you do not need to portion into individual sizes, you can just put as much as you can into a green bin and use a "Take what you need label"