



**FIRST
FRUITS
MARKET**

Stocking Guidelines

Delivery Support



1. Move backstock items to make room for new inventory.

2. Help clean and organize the storage area for efficient access.

3. Assist with unloading and organizing items from CCFB delivery truck.

4. Organize Starbucks product in their designated areas.

Delivery Support



Unpacking and Sorting

- Receive shipment and unpack products.
- Organize items for easy access, ensuring they are sorted by category.
- **Never use food from cans that are leaking, rusting, bulging, badly dented or with a foul odor, cracked jars, jars with loose or bulging lids, or any container that spurts liquid when you open it.**

Delivery Support



Priority Items and Intended Categories for Refrigeration

- Frozen meat and refrigerated items are priority items due to the temperature danger zone. Minimize time in the temperature danger zone (40°F - 140°F).
- Each refrigerator has an intended category to maintain organization. Please adhere to the categorization for efficient stocking.

Delivery Support



Restocking Shelves: Inside FFM

- Organize pantry shelves and displays, ensuring items are accessible, neatly arranged, and well-stocked.
- Restock shelves as needed and maintain the same product on a single shelf
- Maintain a clean and organized shopping environment by tidying shelves and cleaning spills.

Delivery Support



Checking Expiration Dates:

- Dates are printed voluntarily on food items (not required by the Federal Government).
- Remove any moldy or spoiled products, placing them in a designated area for disposal.
- Emphasize that freshness does not necessarily mean safety. Items are safe to eat if stored properly beyond their expiration date.

- **Wash hands regularly during distribution.**
- **Provide hand sanitizer for volunteers.**
- **Minimize time in the temperature danger zone (40°F - 140°F).**
- **Keep all food at least 6 inches off the ground (pallet height).**
- **Thoroughly inspect packages and discard damaged or opened ones.**
- **Separate ready-to-eat foods from raw frozen foods.**
- **Please be sure to use gloves when handling fresh produce.**
- **Store food indoors, away from walls, and follow FIFO.**
- **Do not store food outside or expose it to the elements.**

Keep raw foods separate to prevent cross contamination and minimize moisture in produce to prevent spoilage.

Aisle 1



Aisle 1



Aisle 1



Aisle 2

Pasta, Ready-To-Go Meals, Rice & Beans



Aisle 2

Pasta, Ready-To-Go Meals, Rice & Beans



Aisle 2

Pasta, Ready-To-Go Meals, Rice & Beans



Aisle 3

Spices and Baking Items



Aisle 4

Condiments



Aisle 5

Chips & Popcorn



Aisle 5

Chips & Popcorn



Aisle 6

Beverages and Vegan/Gluten Snacks



Aisle 7

Breads, Crackers, and Cookies



Breakfast Aisle

Cereal, Oatmeal, Protein Bars, etc.



R3 and R4

Tortillas, Eggs, Assorted Items



F1 and F2

Frozen Product.



R1 and R2

Designated for Fruits and Veggies



Produce Table

Different item per table or basket

