Edible Flint Distribution Day / Volunteer Jobs / Descriptions

All volunteers check in at the entry table on King at the entry between Neighborhood Engagement Hub and Holy Trinity Church (park on street or in vacant lot across M.L. King Avenue. You will be asked to mark and sign the health check list. Do not come if you are not feeling well or have been in contact with a known CovidVirus infected person. Call 810 348-5332 to indicate that you will not be present.

*Please note that if you have been assigned a job, that you are to stay in that area while volunteering unless requested to change by team leader. Your health and safety and that of all customers is the most important task. Breaks will be scheduled every 2 hours. If you need to be relieved, signal by placing red card on table and wait for your replacement. . - don’t leave until replaced.* Report if any customer fails to follow guidelines set for distribution day. Any problems or disputes should proceed through the line and park in the King Avenue entry between the NEH building and the church.

**Site Prep Team** (6 persons) – set up 4 pop-up tents and tables in each work area. Signs placed

6 volunteers with capacity to lift up to 50 pounds, agile. Create the kit assembly area and two distribution areas. Will be moving sheets of plywood, sawhorses, cement blocks, heavy sign boards. Area to be completed by 8 a.m. Take down and storage of all plywood, sawhorses, signs, tables, cement blocks will start at 5:30 p.m.

**Kit Assembly**: 12 persons

* Construct garden kits together the day of June 6th, starting at 8:30 a.m.
* Wojo’s will deliver and 3 volunteers will go to Walker’s and pick up those plants at 7:30 a.m. on Saturday the 6th. Need someone with a trailer or truck to pick up the order at Walker’s.

Kit assembly involves a multiple step process of breaking the packets in each tray apart on all flats. Filling empty trays with the appropriate transplants. Checking that all kits are accurate with nothing missing

Watering and placing them in designated areas for distribution by 11:30 a.m.

**Greeter -** One to three people with proper safety gear (mask, gloves) to talk to customers who are picking up their kits. Greeters will have a clipboard containing alphabetical list of customers and will use magic marker to fill in the person’s order….(large sheet, bold, customer will hold it up for volunteer to fill order.) Greet, find name on order list and prepare the “order request”. Provide that visible card to the customer, request that they open their trunk and have it ready for their order to be placed in it, answer questions. Greeters will direct the customer into the appropriate lane – those with compost in their order will take the right lane (closest to NEH building) and all others will take the left hand lane. Customers will use the card to

inform the volunteers at the distribution tables to load their order into the trunk of their car. 4 volunteers at all times.

* Customers getting compost will be directed to the line closest to the NEH building to have the compost loaded first. (2 strong volunteers at all times – heavy gloves and masks. A bag weighs 30 pounds) The kit and filter tables for those with compost orders will be on the NEH building side of the parking lot. (2 volunteers loading at all times. Re-stocking kits and filters will require 1 “runner” volunteer/

**Kit Handlers/ transplant handlers/ compost handlers**: Two lanes – one closest to NEH building will place compost into the trunk first. 5 persons from 11 – 2, 5 persons from 2 – 6. One person (the runner) with mask and gloves, will be organizing kits, potatoes and filters. Two people will fill the order of each person (reading their card) and load into their vehicle.

* Volunteers are to stay in their designated  areas and **only handle those specific items**.

**Traffic Control**:one to three person(s) 11 a.m. to 6 p.m.

* Direct volunteers to places to park. Direct all purchasers to the Essex Street entry off East Pasadena. Only volunteers will park and that will be in the lot across the street, on West Dewey Street, or in front of NEH . A person at the entrance to NEH on King to provide information to E. Pasadena. One person on E. Pasadena, One person at Essex.
* Making sure that vehicles have enough space to get in and out of the Neighborhood Engagement Hub , that vehicles have enough space to receive kits and other items. Mark the traffic lanes and the spacing on the east lane (to be done on Friday afternoon)
* Mark areas for proper social distancing so that volunteers can safely deliver kits to the cars.

**Distributing Garden kits and filters:**

* As a customer pulls up and holds up their order info sign, the volunteers will pick up their order I.e. a person ordering one kit will have a flat of transplants, a manila envelope of the seeds and grower guide, and a small bag of potatoes.  Volunteer will add filter if customer ordered. Volunteer will place in trunk of car. If they ordered compost, it will have been loaded at the north entry gate before they get to the kit area.  Person will have a large form that indicates what they ordered and will hold it up for volunteer to see.

if person has questions, send them to south side of building for problem-solving and not stop the movement of others.

**Sanitizers**: one to two person(s)

* Sanitize all volunteer stations that come into contact with other volunteers - spray bottles of clorox solution for surface spray use.
* Resupply other stations with sanitizing equipment.
* Making sure all washing stations, or sanitizing stations are operating and equipped.
* Restroom and doors into the building and restroom sanitized beginning with morning work teams and minimally every 2 hours during the day…..empty trash cans.
* Restock wash station.

**Start-up notes: Garden Starter Team assign.**

* **Truck and trailer at Walker’s Farms at 7:45. 3 persons load order and bring to back of parking lot at Neighborhood Engagement Hub. Unload vegetables by type as directed – plant signs on tables**
* **Work Tables as set-up per drawing\_(plywood table tops, sawhorses, cement blocks)**
* **Close entries, signs out at NEH front / block drive/ Pasadena/ Essex (cones, chalk, signboards)**
* **Wash station set-up and stocked.**
* **NEH interior door tied shut from inside.**