**Warehouse Rules and Policies**

In an effort to effectively service our agency appointments, we ask all agencies to cooperate with the following guidelines:

- To ensure equal access to the warehouse, all agencies are required to make an **Appointment** before their arrival. **Please ARRIVE on Time!!!**

- When entering drive way there is **one way in** and **one way out** please exit around the building.

- Please take **FULL CASES ONLY!** Please **DO NOT** open any cases.

- When placing a product on your cart, please keep all the same items together.

- Agencies **are not** allowed in the receiving area. **NO EXCEPTIONS!!!**

- Please ask for assistance for any product that you cannot reach. **DO NOT CLIMB!**

- Nothing is to be placed on your cart after it has been counted. If additional products are needed please use a separate cart.

- Please close all doors when entering and exiting the cooler and freezer.

- Make sure to read the bulletin board for information regarding updates, changes in policy and grant foods that are available by county.

- **Signs that say “INVENTORY” or “PROGRAM FOOD” are off limits!!** This product is held for our Senior Brown Bag, Food 4 Thought programs and other food banks or the product is not in inventory at that time.

- **Please recognize our limitations:**
  
  A. No open-toed or other open-ended shoes allowed. **NO EXCEPTIONS!**

  B. When shopping, you are not allowed to bring in the individuals that you serve.

  C. Our Insurance will not cover anyone under the age of 18 in the warehouse.

  D. To prevent warehouse congestion, your agency may only have 2 shoppers on the warehouse floor at a time.

  E. No eating, drinking, smoking or talking on your cell phone in the warehouse.

****NEW WAREHOUSE HOURS****

The warehouse is open (by appointment only) Monday through Thursday from 8:00am to 1:45pm

CLOSED 11:00-11:30 FOR LUNCH

CLOSED FRIDAYS

Please share this memo with all essential personnel.

We appreciate your cooperation.