



Role Descriptions and Instructions

Packers

**Packing Venue is Spring Creek Community House
14 Price Street, Torquay (at the rear)**

Packing day is each Thursday from 9.15am

Packing Supervisor

- Receive order/packing list from **Buyer** the day before your packing day
- Print order/packing list and delivery schedule for your week from members page on website and bring with you to venue
- Arrive at packing venue to meet delivery truck at 9.15am
- Check weights and amounts of produce boxes against order/packing list
- Recalculate any packing amounts as needed
- Set-up packing area with scales, board, etc. and set out correct number of large and small boxes as indicated on order/packing list
- Communicate with late rostered members
- Direct the packing members as required
- Where possible count out items - it is often more effective than weighing (eg. apples, oranges, eggplant, bananas, and so on)
- Ensure heavy items are packed first
- Check packing members have all required delivery details, correctly sized boxes and bread and eggs for each box, before leaving
- Ensure clean-up of packing area is completed

Packer

- Print delivery sheet for your packing week from members page on website and bring with you to venue
- Arrive at packing venue by 9.30am
- Pack fruit & vegetables into boxes as directed by supervisor
- Ensure produce is packed carefully to prevent damage to items
- Retain left-overs to the end and distribute as evenly as possible
- Make every effort to ensure that large boxes are receiving double that of small boxes, especially when distributing left-over items

- Ensure you have all required delivery details, correctly sized boxes, bread and eggs for each box, before leaving
- Deliver all boxes in your assigned group at completion of packing
- Assist with clean-up of packing area