

A DAY IN THE LIFE OF A FOOD DISTRIBUTION CENTRE

Welcome to the Flavour food distribution centre. This gives you an idea of what happens in a distribution centre and when. Every food distribution is different, this is a guide to help you create a process which works for you.



DAY BEGINS

Managers/Coaches
Sign in, put on PPE, check rotas are written and available, communicate with staff what needs to be done.

Volunteers/Staff
Sign in, put on PPE, check rotas.

CLEAN AND PREPARE

Volunteers/Staff
Clean worktops, floors, and working areas. Check fridges and throw away any bruised or rotting food or food that is past its sell by date.



FOOD ARRIVES FOR STORING

Managers/Coaches
Prepare goods in sheet/ labels for food. Provide instructions on food that needs to be packed and sorted. Store completed goods in sheets.

Delivery Drivers
Confirm list of stores/organisations to collect food from, collect food and return to food distribution centre, return collection sheet.

Sorters/Packers
Help with the collection of food, unload food into food distribution centre, checks for quality and freshness of food, throws away poor quality food, labels and stores food in appropriate place.

COLLECT FOOD FOR STORING

Managers/Coaches
Prepare goods in sheet/ labels for food, provide instructions on food that needs to be packed and sorted, store completed goods in sheets.

Forklift Driver
Unload food from lorries into warehouse.

Sorters/Packers
Move food into centre, follow and complete goods in sheet, checks for quality and freshness of food, throw away poor quality food, labels and stores food in appropriate place.



PREPARE DELIVERIES

Sorters/Packers
Follow instructions to collect and load food onto trays/into boxes. Follow order lists - double check quantities and orders. Label trays/boxes. Lift and carry trays/boxes to vans.

Managers/Coaches
Prepare order list and labels. Share with sorters and packers.

MAKE DELIVERIES

Delivery Drivers
Take delivery to correct recipient. Lift and carry order out of van/bike to where it needs to be put down. Communicate with person about what is there. Take back any food not wanted.



VANS RETURN

Sorters/Packers
Ensuring that cleaning bottles are full and that there are enough cleaning resources for the next day. Clean worktops, floors if needed, follow end of day check list.

Managers/Coaches
Order more cleaning equipment when needed. Communicate tasks.



DAY ENDS

Managers/Coaches
Read and check van paperwork. Record returned food on system.

Sorters/Packers
Collect any undelivered food. Check for quality and put back in warehouse. Clean vans.