# **Pickup Procedure**

### How to Pickup

- Start run with truck inspection and validation for run, check the lights and water & record mileage to the log
- See next for store specific instructions

### **Expectations**

## **Per Store Instructions**

#### Albertson's 132<sup>nd</sup>

Park at back of the store next to loading dock and ask Larissa or someone at receiving for the donations. They will tell you what to take, <u>do not go into any freezers here</u>. Take food out to truck and weigh it, record to weight slip, get the slip signed on completion. Take all carts out to the front of the store, <u>slowly</u>, and store in the cart racks. If any date's on dairy are found to be greater than three days past expiration, take back to receiving and have them dispose of in the disposal bin.

#### Central Market

No weight slip at this store, enter at back and begin at eastern dock where produce is donated, located at the top of the ramp. Complete the load at the eastern dock, then travel to the western dock and park on the left side in front of the dumpsters, do not block any of the parking. Go inside at the top of the dock and ask Tony or someone in receiving what donations are available. Go inside the main store through the doors on the far left and ask deli for donations. Take carts to truck and load the truck with donations, take all carts to the front of the store and put away.

### Safeway Silver Firs

Go to receiving and tell them you are there for donations, they will bring food to you. Take out the food to truck and weigh it, record to the weight slip and load onto the truck. Have them sign the weight slip at the customer service desk in the front of store, leave the pink slip copy.

### Safeway 75<sup>th</sup>

Park in receiving out of the way of ramp. G to deli and ask for donations, then to the back of store by bathrooms through the double doors, bakery carts will be there. Go to meat department and ask for donations, go to the main freezer in back to see if they have left frozen bakery for donation, ask Doug for dairy. Ask people in produce for donations, ask Adrien in receiving for any more donations then take the carts back to the truck. Weigh everything and record to the weight slips, take the weight slip to receiving for signature. When in doubt, throw it out at this store, they have a clear diversion bin for this or ask someone.



#### WinCo 100th

Go into the store to customer service and sign in. Slip for vendors, tell them you are there for donations they will call produce and meat departments. Go to the first aisle to wall for carts of bread & miscellaneous carts, only take the marked carts or ask customer service which ones are for donation for confirmation. Take carts to customer service and wait for inspection, let them know you are waiting. After inspection take the carts out to the truck, weigh them and load. Take weight slip back to customer service to get signed, leave pink copy with their customer service. Sign out of vendor slip. Sign in.

#### Safeway Duvall

Per Store Instructions (continued)

Go to receiving back of store, park out of the way. Go into receiving left talk to Darrel if there, go to bakery and let them know you are picking up donations, get the carts and take them to the truck. Go to deli and ask for donations, then to produce. Stop by the meat department, ask Ramon for donations. Go to dairy, take all food to the truck, weigh, record then load. Complete weight slip and return to the store, leave the pink copy. All carts are to be taken back into the store when you empty them here.

### Safeway 110<sup>th</sup>

Park on right side of store out of the way next to wall. Go inside store to receiving and ask for produce, then to bakery, then to meat department and then to deli. Take carts to truck for weight and fill out weight slip, then take slip into produce department for signature. Always show gratitude at this store, leave with a thank you to them.

#### Costco Woodinville

#### Pastor Mike's

Call Mike on his listed cell phone and ask if he has any food to pickup at his house

### Sprout's



Go to the back of the store past the ramp to the last door on left and park. Talk to Ken or someone in receiving and ask for donations. Take to truck, weigh then load. Take weight slip into receiving for signature, leave the pink copy.