

Informational Booklet on Food Sorting & Volunteer Work



**GRAN
RECAPTE
D'ALIMENTS**

| December 2-15, 2017



Who are we and what do we do?



The volunteers are the unsung heroes of this run and the base of the success of the **Gran Recapte d'Aliments campaign**. The campaign ensures the delivery of food in the best shape possible to those in need. Once the food is gathered in collection points across our participating partners, the food is transported to our warehouse to be sorted and labeled. Then it is ready to be handed to supported organizations.

Volunteer's work and tasks

The volunteer unit with the largest amount of people required is the sorting unit. This unit ensures proper placing of the donated **food that arrives at the warehouse in cardboard boxes** proceeding from the donation points. This is a position that requires moderate physical activity, and suits high spirit individuals with team spirit mindset.

The warehouse is distributed across three working station. To ensure an effective work process, each station requires between **50 to 70 people**. Each one of the three stations focuses in sorting a specific type of food, which will then be labeled and placed into parcels to later be stocked on wooden pallets.

In a separate assembling unit, several groups **set up cardboard boxes that will later be used** at the sorting stations. Finally, a third unit of volunteers transports the stocked pallets from the sorting station to the packaging station. The parcels will then be packaged and left ready for distribution.

Volunteers are placed on informational session to be briefed on tasks and responsibilities before the start of every shift. It is recommended and encouraged that each volunteer participates in all units across the warehouse throughout the 4-hours shift. This will ensure that the volunteers stay motivated by participating in all working stations.

Please remember.... Important information

- Please go to reception upon arrival at the warehouse. There you will be greeted and given identification. This is also an important step, as the volunteer insurance will then be activated.
- Non-essential belongings can be stored on the coat-check service. The coat-check is run by volunteers and free of charge. Please remember that you will need your ticket to retrieve your stored belongings.
- Volunteer work takes place on an open-door warehouse. This means that temperature might be low and therefore it is recommended to use warm clothing. You may warm up during service as all volunteer positions require physical activity and you will be working on your feet. However winter clothing is highly recommended since December can present cold weather.
- Please wear comfortable, stretchy clothing and proper shoes. Closed and snugging clothing and shoes are highly recommended.
- If you must leave your working station, please let your unit know. The group will find someone to replace you during your absence.
- Drinking water will be readily available at any time across the warehouse

Where is the Volunteer work taking place?

ZAL Barcelona Warehouse:

Av. Ports d'Europa, 8 -10, ZAL BARCELONA, 08040-Barcelona

The warehouse is accessible by public transportation. However, there is a shuttle bus servicing the route between the Food Bank Foundation headquarters (122 Carrer Motors) and the ZAL warehouse.

What are the dates of the Food Drive?

The time period of the sorting tasks will depend based on the amount of food collected at the donation stations.

It is expected to have sorting services between December 2nd and December 15th. There will be several four-hour shifts per day all seven days of the week between those days.

We need tones of giving!