



## ASSEMBLY LINE APPROACH TO MAKING POWER PACKS

This document describes how a group of volunteers could be organized to make Power Packs using an assembly-line approach.

The Power Pack Program (P<sup>3</sup>) is a Food for Others-sponsored activity that provides weekend food for needy students in grades 1 through 6. Each pack contains single-serving portions of 2 breakfasts, 2 drinks, 2 snacks, and 4 lunch/dinner items. Food & drink items for each pack are obtained through fund-raising or are provided directly by Food for Others. Completed packs are distributed to students at participating elementary schools on Friday afternoon.

### VOLUNTEER POSITIONS

There are four volunteer positions suggested.

**STOCKER** -- unpacks P<sup>3</sup> food and drink items from cartons. Places items (empty plastic bags, meals, drinks, and snacks) in proper order on a table. Collapses empty cartons for recycling. *Start off with 2 - 4 persons performing this function.*

**PACKER** -- walks along packing table, filling ziploc bag with 2 breakfasts, 2 drinks, 2 snacks, and 4 lunch/dinner items. Select items to provide variety within each pack. Puts filled but not closed bag on checking table. *Start off with 4 -10 persons performing this function.*

**CHECKER** -- inspects filled plastic bag for proper quantities of food and drink. If correct, seals bag, removing all excess air, and places checked P<sup>3</sup> package on bagging table. *Start off with 2 - 4 persons performing this function.*

**BAGGER** -- places checked P<sup>3</sup> packages in reusable grocery bags, 6 packages per delivery bag, for transmission to schools. *Start off with 2 - 4 persons performing this function.*

## SET UP PACKING AREA

In a large open room, set up several tables.

Tables should be butted together on the short end to form “packing tables” (an area for placing individuals servings of items that have been removed from all outer packaging). Leave enough space behind these tables to keep the large, still-wrapped cartons of P<sup>3</sup> food and drink items. Also leave space along the front of these tables for someone to walk along when assembling a P<sup>3</sup> package.

Next after the “packing tables,” leave some space and place two "checking tables."

After the checking tables, leave some space and place a "bagging table." Leave enough space around the bagging table for keeping the delivery bags of checked P<sup>3</sup> packages.

## ADULT SUPERVISION

Adult supervision is suggested at two locations.

At the packing table, an adult should be available to use a utility knife to open cartons of food and drink items for the STOCKER. An adult should also use a utility knife to help the STOCKER break down empty cartons for recycling.

At the checking table, an adult should make sure that the CHECKER is filling P<sup>3</sup> packages with the correct number of food and drink items and sealing the packages securely before placing them on the bagging table.

