



### Overview

FHBB provides pre-packed banana boxes to support groups who are sponsoring Blessing Boxes throughout the community. Blessing Boxes are organized by [Nourish Together](#) and FHBB is happy to support the program.

### Task Details

- Date and Time: As time allows during a regular Back of House shift.
- Location: Sorting Room
- Staff Support: [Market Team or Community Connections Manager](#)

### Task Description

Volunteers maintain a stock of 6 boxes in the sorting room that are available for pick up. The boxes contain shelf-stable, weather-appropriate food and hygiene items placed in local Blessing Boxes.

1. **Check Blessing Box Stock:** Check if there are 6 Blessing Boxes. They are at the two back spots on the pallet at the west end of the Sorting Room.
2. **Prep Banana Boxes:** Take an empty banana box from the east end of the Sorting Room. If the bottom is open, place a cardboard flat (clear tub near banana box pallet).
3. **Fill with Items:** Place two empty banana box bottoms on a green cart. Walk the south wall of the Sorting Room to fill your Blessing Box with weather appropriate items. Take care not to fill the box with too much canned or other items that will make the box too heavy. Reference the *Blessing Box Guidelines* when making the box.
4. **Stack on Pallet:** Once your box is full, place a lid on it (the box should completely close) and store the full box on one of the two Blessing Box spots. Two stacks of three boxes are ideal.

### Resources and Materials

The following materials, equipment and documents are provided for volunteer use.

**Materials:** Shelf stable, smaller portion food...appropriate for the weather (hot or cold) ...hygiene items

**Equipment:** Banana boxes, green cart

**Documents:** [Blessing Box Guidelines](#) are available through the link and are posted on the bulletin board in the Sorting Room.

### Completion Checklist

- Blessing Box spots are filled (6 boxes)
- Empty banana boxes or lids are returned to the box pallet (east end of Sorting Room)
- The green cart returned to the warehouse or parked under the sorting table.

## Safety Precautions

- Pack a variety of items of varying weights and sizes so each box is not too heavy.
- Use safe lifting techniques. If a box is too heavy for you to lift, consider modifying the contents of the box or ask for assistance from another volunteer or staff member.

## Feedback and Questions

Your feedback and questions are important to us. Many times, volunteers have suggestions or questions that help us improve our processes and how we serve the community.

- **Feedback:** The Market Team is the main point of contact for feedback and questions about Blessing Boxes. For a full conversation about this task, please speak with the Market Manager during a slow time for The Market, or before or after The Market is open. They are also available during office hours, by phone at 785-537-0730, or by email.
- **Questions/Concerns:** For quick questions, please consult the Blessing Box Guidelines document first, then another volunteer or staff member. For more in-depth questions or concerns, please contact staff in the following order: Market Manager, Community Connections Manager, Executive Director.