

Community Market Agreements & Expectations

In this Document

- [Community Market Agreements—Page 1](#)
- [Shopping Floor Expectations—Page 2](#)
- [Produce Express Expectations—Page 2](#)

Community Market Agreements

1. An authorized shopper must be present in order to shop or use Produce Express.
2. For your safety, 10 shoppers total are permitted on the Community Market Shopping Floor at a time.
3. You may pick up produce, bread, and tortillas without an appointment: Produce Express. An appointment is required to access the shopping floor.
4. All Member Agencies/Partners coming onsite to ACCFB to access the Community Market (Shopping Floor or Produce Express) or to pick up an order must complete a daily health screening, either before or upon arrival. Bring your daily health screen with you to ACCFB, or complete one on-site.
5. Please ensure you wear a mask/face covering when onsite, observe social distancing rules, and wash your hands frequently.
6. When you arrive, put on gloves, hand in your health screening at the check-in kiosk, print your name and agency on the sign-in sheet, pick up a clipboard with the daily shopping list, then pick out silver carts (3 maximum).
7. There is no smoking, eating, or drinking inside the warehouse.
8. Kids under 12 are not allowed in the shopping area.
9. No open-toe shoes, such as sandals, are allowed in the warehouse.
10. No cell phone use in the warehouse.

Shopping Floor Expectations

1. Each agency has a total of 6 appointments per month.
 - a. 1 shopping appointment per week.
 - b. 2 bonus appointments per month.
 - c. Produce Express does NOT count as a shopping appointment.
2. Each agency may have one authorized shopper and up to two additional people present at a shopping appointment.
3. Every shopping appointment is 30 minutes.
4. Shopping hours are Mon-Fri 7:30am – 2:00pm.
 - a. Closed (no appointments) 11:30am-12:30pm.
 - b. Hours are subject to change depending on warehouse schedule.
 - c. Log in to Partner Portal to see available shopping appointment times and to schedule a shopping appointment.
5. Arrive on time. Finish on time.
 - a. If you arrive early, wait until your appointment start time to check in.
 - b. If you are more than 15 minutes late, cancel your appointment.
6. Use up to 3 Silver carts for a shopping appointment.
 - a. Green carts are reserved for Produce Express ONLY. If there are no carts available, you must wait.
7. As you shop, keep like items with like items so we can easily check out your inventory.
8. When you weigh items, round down to the nearest whole number. For example, 156.3 pounds round down to 156.

Produce Express Expectations

1. Produce Express includes fresh produce in the Produce Express area, bread, and tortillas.
2. Each agency may have one authorized shopper and one additional person present to help.
3. Produce Express does NOT count as a shopping appointment.
4. Produce Express hours are Mon-Fri 7:30am – 2:00pm.
 - a. Warehouse closed 11:30am-12:30pm.
 - b. Hours are subject to change depending on warehouse schedule.
5. Use up to 2 Green carts for Produce Express.
6. As legibly as you can, document your name, agency name, and how many bags or pounds you've picked up on the Produce Express form.
7. If you need more produce, speak with a distribution coordinator.
8. When you weigh items, round down to the nearest whole number. For example, 156.3 pounds rounds down to 156.