AALTO FOOD SHARING

PICKUP INSTRUCTIONS AALTO FOODSHARING 4.3.2024

BEFORE PICK UP

1. **SIGN UP** for a pickup slot on Karrot. There are two slots available for every pickup. The slots are published 4 weeks ahead. If you're a first-timer, make sure you join with someone experienced. You can cancel your slot by removing yourself if the slot is more than a week ahead. If you need to cancel within a week, it is your responsibility to find a replacement. Please ask in the Telegram chat to replace yourself.
2. **SHOW UP** to your pickup shift at the Community Fridge in Väre (room K008) on the chosen Monday by 3pm. If your buddy isn't there on time, find their contact and call them. If they cannot come, ask in the Telegram group if anyone is willing to jump in as soon as possible. If not, you do the pickup by yourself.
3. **CLEAN UP** the fridge with your buddy. You can choose if one of you stays to clean and the other goes to the shop or if you do it all together. Take out all food gone bad. Use cleaning spray and wipes to clean the inside of the fridge.

DURING PICK UP

4. **MOVE** to K-Market Maarinsolmu (Maarinrannantie 2, 02130 Espoo).
   You can use the Aalto Ventures cargo bike from Desing Factory (Puumiehenkuja 5, 02150 Espoo). You get the key from Aalto Ventures office (on the right side of the entrance). Park the bike next to the back entrance. Lock the bike whenever it's out of your sight.
5. **ENTER** the shop and tell the cashier you are from Aalto Foodsharing to pick up leftover foods. The staff will guide you to the trash area.
6. **SORT & PACK** the foods into the cargo bike. We take all food categories but use your senses when sorting. Leave everything that has gone bad at the trash and only take the things that you consider edible. Open packages (e.g. with multiple fruits where only one has gone bad) and leave as much of the packaging there to avoid waste at the Community fridge. Recycle the packaging correctly and put all actual

food waste into organic waste. All the saved food is taken together and shared amongst the pick-up people back at the Community Fridge.

7. **GO BACK** to Väre. Use the closest side door to bring the foods to the fridge.

AFTER THE PICK-UP

8. **CHOOSE** the food you want to bring home! The pickup-cleanup team always gets to choose first but please be fair when sharing since it's intended for the whole Foodsharing community.
9. **ORGANISE** the foods into the fridge, freezer and shelves. If you still find bad food, throw it in the organic waste. If some foods are dirty, wash them at a toilet.

   Fridge: Foods that are stored in a fridge in shops; ready-made meals, dairy... If there's enough space, also fruits and vegetables that may go bad fast
   Freezer: Foods with a "use by" (viimeinen käyttöpäivä) date or that go bad quickly; meat, fish, bread, pastries. Write down the current date.

   Shelf: Foods that also are stored on shelves in shops; dry ingredients, root vegetables

10. **FINISH** by taking pictures of the food available and posting them to the Community Fridge channel of the Telegram group. Empty the organic waste bucket into Kipsari organic trash. Make sure the space is tidy before you leave. Welcome people to get some wonderful, saved food!
11. **RETURN** the cargo bike back to Design Factory, if used, and return the key to Aalto Ventures. Their office is open until 4pm but the main door requires an access key from 3:30pm. You can get a key from the access manager at Väre, or ask someone to open the door for you.
12. **THANK** your buddy and yourself for an amazing Foodsaving action to reduce food waste and sharing it with the Aalto community!

CONTACT PEOPLE

If you encounter any problems, feel free to reach out to
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