Meal Assembly Stations: 100 Volunteers/5 volunteers per station
Weigh and Seal Stations: 60 volunteers
Count and Boxing Station: 21 volunteers/3 volunteers per station
Runners and Sustainers: 19 volunteers
Meal Assembly Station Instructions:

Fill The Meal Bag In This Order

Person #1  SEALED VITAMIN PACKET - 1 per bag

(DO NOT OPEN THE VITAMIN PACKET!!!!)

Person #2  Funnel Captain: Hold Bag Under Funnel / Put Filled Bags In Runner Box

Person #3  SOY PROTEIN – 1 heaping scoop

Person #4  DEHYDRATED VEGETABLES – 1 heaping scoop

Person #5  RICE – 1 level scoop***RICE MUST GO IN LAST!!!***

Place the full bag into the clear runner bin on the table.

It is very important that each person puts in the exact leveled amount of their component of the meal; this prevents Weighers from having to make adjustments, increasing the lines productivity.

Weigh Station Instructions:

Your responsibility is to weigh each bag of food, to make sure it weighs 389-394 grams.

To Begin: Place Basket on Scale, Turn Scale On, Reset Scale to Read 0 Grams with the white tray on top of the scale

Place Bag of Food In Basket- Weight Must Be Between 389- 394 grams

Add or Remove Rice until the bag reaches a weight between 389 - 394 grams

After the bag has been weighed accordingly, place it in the blue bin in front of a sealer

Sealer Station Instructions:

Your responsibility is to make sure the bag is air tight and sealed appropriately.

Please use caution when using the sealers, as they may get HOT!

To Begin: Hold corners of the bag to flatten and place flat end under the sealer

Hold down on the sealer lever for 3-5 seconds to ensure that the bag is sealed

There is a red light on the side of the sealer that will turn on and then off. When it turns off the sealer is done.

Once the bag is sealed, turn it upside down give it a shake to ensure that no food escapes.

Reseal the bag if any of the food comes out.

Runner Instructions:

Take the full clear bins of meals from the Meal Assembly Stations to the Weigh Stations. Retrieve the empty clear runner bins from the Weigh Stations and take them back to the Meal Assembly Station.

Sustainer Instructions:

Refill the rice, soy, veggies, and vitamins at the Meal Assembly Stations.

NOTE: must be able to lift 50lbs through out the event.

Count and Boxing Station Instructions:

The boxing station is where volunteers will count all the meal bags and pack them in to boxes. They will also keep track of completed boxes.

Collect the boxes next to the sealers.

Place two sealed bags on each of the squares

There are 18 squares, two on each will give you 36 bags

Once each square is covered, grab an empty box and put all 36 bags in the box

Tape the box shut

Stack the boxes neatly into the stacks around the room