Meal Assembly Team 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!!!***

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.

Weigher 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 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. Re-seal the bag if any of the food comes out.

Boxing Station:

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.

---

Meal Assembly—16 volunteers

Weigh and Seal—12 volunteers

Counting and boxing—6 volunteers

Runners and sustainers—6 volunteers

1 volunteer