How to set-up a distribution centre

**Introduction**

The Fruit and Vegetable Co-op aims to increase the affordability and accessibility of fresh fruit and vegetables in your region. $12 or $10 prepaid packs of fruit and vegetables are packed every Tuesday or Thursday mornings. These are then distributed to local residents via local distribution centres. The retail value averages between $18 - $25.

The Co-ops are overseen by Wesley Community Action in partnership with the local Packing Hub Teams and Regional Public Health who provide on-going support.

**How it works - weekly**

***Thursday***

The Distribution hub coordinator is to advise the Packing Hub Coordinator of orders they have received that week for the following week by 5pm Thursday.

***Friday***

Each Packing Hub Coordinator advises the Regional Buyer of numbers for the following Tuesday/Thursday pack.

***Tuesday/Thursday***

ME Transport delivers fruit and vegetables from MG Marketing to each of the coops. Regional Public Health provides recipes and public health information for the packs.

Each distribution centre collects their packed produce and takes it back for residents to collect from the various centres. People paying cash will usually pay for the following week when they collect their pack. Internet banking can be organised in conjunction with your Packing Hub Coordinator if preferred. Orders are received from customers the week before.

***Coordinators***

Porirua: Gene McCarten GMCarten@wesleyca.org.nz

Titahi Bay: Jeff Chapman 021 2687800. tbvegcoop@gmail.com

Waiwhetu: Wendy Serpa 022 045 3739 waiwhetufruitvegcoop@gmail.com

Naenae: Jill Kirkland 027 467 4000 naenaefruitveg.coop@gmail.com

Eastern Subs: Meri Grace 021 993370 easternsuburbsveges@gmail.com

Wainui: Pastor Andrew Sua wainuiomatafruitveg.coop@gmail.com

Upper Hutt: Belinda Lord uh.vege.coop@gmail.com

Victoria University: Catherine Nelson Catherine.Nelson@vuw.ac.nz

**What you need to run a distribution centre**

***Ordering System***

You will need a system to record the orders, payments, and the collection of the packs. You may need to provide receipts for auditing purposes. It’s helpful to have set times when people can order. It’s also good to have a set time for pick-up. This limits the impact on volunteers at your distribution centre. Receipting a cash payment is recommended.

***Banking***

Money needs to be handed to the Co-op Packing Hub Coordinator on Tuesday; the amount must match the number sent through on Thursday pm. A receipt will be given to the person who collects the order.

Bank account numbers can be found on the registration form for each packing hub

***Transport***

Each distribution centre needs to collect their own orders from the Packing Hub each Tuesday as arranged with the Packing Hub Coordinator and taken to their centre or points of collection.

***Space to store packs for collection- to be discussed.***

**Contact**

Sallie Calvert – Regional Coordinator

Wesley Community Action – Cannons Creek

04 237 7923 OR 0275997000

SCalvert@wesleyca.org.nz