

Guidelines for Stocking

We appreciate your willingness to help keep our shelves stocked. In order to maintain a consistent, orderly pantry, here are some guidelines to help while you stock:

1. Please do not stack canned or boxed goods more than two rows high.
2. If you have extras of a product, please put it in a box or crate directly on the shelf below the item. This will make stocking easier when client services is going on.
3. Please make sure that glass containers are on the higher shelves (out of the reach of children).
4. If the free and choice shelves seem to be full, please put the overstock in a box. We generally put overstock for the free/choice shelves on a shelf in aisle 3.
5. Please make sure no products are opened or past our expiration guidelines. In general, canned goods a year after expiration date. Other items, such as crackers, cereal, or chips may still be good 3 to 4 months after expiration. If you have a question, feel free to ask.
6. Please look at our displays of good and bad cans to see if a damaged can is safe to put on the shelf. There is a display near the sign in area and one near the bathroom in the pantry.
7. There is never a dumb question, feel free to ask us anytime about product placement, expiration dates, and if it safe to put on the shelf.

Thank you very much for your continued support of the West Suburban Community Pantry and our mission!!!