

A guide to setting up a food co-op





WELF&HD

West Lothian Food & Health Development



West Lothian
Council



West Lothian
Community Health and Care Partnership

A guide to setting up a food co-op

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Acknowledgements

This guide has been developed by Tansey Lee Moir, Angela Moohan, Clare Bell and all the food co-op volunteers.

Special thanks to Tansy for working with the volunteers and her art work, West Lothian Health Improvement Team and Ruth Plevin for their comments on various drafts and all others who contributed.

Angela Moohan
*Community Health Development Officer
Food Initiatives*

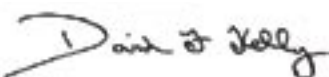
Foreword



Alex Linkston
Chief Executive
West Lothian Council

We welcome the production of this guide to support the development of food co-ops in West Lothian. It is a welcome addition to the support that is already available through West Lothian Food and Health Development and from staff within West Lothian Council and West Lothian Community Health and Care Partnership.

We recognise the contribution that local authorities, health services and community organisations can make to achieve what is required to change attitudes to diet and cultural norms that have developed over a long period of time in Scotland.



David Kelly
Director
CHCP

Food co-ops have been operating in communities in West Lothian for at least 10 years to address this need. Over the years it has been recognised that food co-ops are more than suppliers of fresh fruit and vegetables but provide a number of social and economic developments that benefit both individuals and communities. The enthusiastic volunteers involved in running them gain new transferable personal, social and employment skills and communities benefit by working together to improve their services leading to improved community cohesion and connectivity which research shows influences well-being.

It can be an exciting challenge to set up a community food project. It takes time, energy and commitment from local people who are often at the coal face, tackling the issues of poor health and diet that their community is experiencing. This guide is a practical tool to assist community groups to develop their own services based on the experiences of others.

We hope the introduction of this guide will assist many communities to develop and run a community food outlet both here in West Lothian and throughout Scotland.



Introduction

The Scottish Government refer to the importance of food co-ops and food networks when setting out their vision for a food policy in Scotland. It is not surprising therefore that many people are looking for alternative ways of buying their weekly shopping. As a result, fourteen food co-ops selling affordable fresh fruit and vegetables have opened in West Lothian, with another thirteen planned.



This guide has been developed in partnership with West Lothian Council, West Lothian Health and Care Partnership and West Lothian Food and Health Development (WELFEHD) to support local communities to realise their idea of starting a community led food project (known as food co-ops in West Lothian). This guide will give you some food for thought

and highlight some issues you might want to think about before getting started. In addition, support is available from the Community Health Development Officer - Food Initiatives, to take you through the process outlined.

People involved in West Lothian food co-ops were asked for their comments, advice and experiences. You will see these on the following pages in bubbles like this one.

Food co-ops can be started with only a couple of people, a room and a money box. However, if these projects are to be sustainable and able to meet the identified needs of the community, then we would recommend that you take your time to get started, involve as many people as possible and ask the community what they think of your idea.

Whilst developing the guide we got feedback that the task ahead seemed quite daunting. Please do not be put off by the work involved; you will not be alone. There is a network of food co-ops called West Lothian Food and Health Development, in partnership with West Lothian Council they provide training, support and networking opportunities to help you and each other.

The information contained here is not exhaustive and has been put together in a way that will allow you to add your own information/contacts etc. Please, let us know if you come across any other issues that others should consider when setting up their food co-op so that we can improve this guide.

**The guide is also available to download from WELFEHD website:
www.welfehd.co.uk**

Why eat a healthy diet?

Increasing consumption of fruit and vegetables can significantly reduce the risk of many chronic diseases. It has been reported that eating at least 5 portions of fruit and vegetables a day could reduce the risk of death from diseases such as heart disease, stroke and cancer by up to 20%.

It has been estimated that diet might contribute to the development of a third of all cancers and that increasing fruit and vegetable consumption is the second most important cancer prevention strategy after reducing smoking. Research suggests that there are other health benefits too, including preventing the development of cataracts, reducing the symptoms of asthma, improving bowel function and helping to manage diabetes.

As well as the direct health benefits, eating fruit and vegetables can help to achieve other dietary goals including increasing fibre intake, reducing fat and helping to maintain a healthy weight by substituting for foods high in fat and sugar.

However, in Scotland at present only 20% of the adult population are managing to eat the recommended 5 portions per day. We believe that by increasing the number of food co-ops where people can buy fresh fruit and vegetables in their community, we are making it easier for people to make changes to their diet.



Why a food co-op?

Over the past few decades 60% of all food sales in the UK have transferred from small independent retailers to large supermarkets.

Supermarkets have seen an increase in availability and choice for their customers but have created barriers to a healthy diet for others. These supermarkets are often situated in out of town locations, access to which normally necessitates the use of a car, making it more difficult for some to get to.



From Radical Roots website

The increase in the number of large supermarkets has led to the closure of many local shops in the smaller villages and towns in West Lothian, reducing local choice and availability. As a result, a number of community groups have been prompted to set up food projects commonly known as food co-ops.

“Education and community activities around the theme of health and food can help to promote interest in the food co-op and can result in better sales too”



What is a food co-op?

A food co-op is:

'A group of people within a community such as neighbours, friends, work colleagues – who buy (fruit and veg) directly from producers or wholesalers'

Quoted in Local Foodworks briefing paper 9



Q Does a food co-op have to be complicated with shares profits and dividends?

A NO – a food co-op can be as simple or as complicated as you want it to be. They exist throughout Scotland and it is only in the Highlands and Islands that they operate full mutual co-operatives. What you are setting up is community food project. You can call it whatever you like.

Q Should we have a membership?

A Again this is up to you. If you do decide to have a membership you should consider how this would be of benefit to the individuals i.e. what do they get in return for their membership. Other points to consider are cost, period of membership and who will manage memberships and renewals.

Q Are food co-ops only for people on benefits?

A NO – Anyone in the community can access a food co-op if one exists.

Q Do food co-ops make profit?

A Profits in food co-ops are small and all monies are put back in to develop the project to keep prices low and meet local needs.

What a food co-op can do

There are many ways in which a food co-op can improve the quality of life in a community:

- **Increases access** to affordable fresh fruit and vegetables in your community
- **Improves the range and quality** of fresh produce available locally
- **Saving costs:** by making single large orders, discounts are obtained which can be shared by all members of the co-op
- **Choice and control:** members of the food co-op can make positive choices about their suppliers and quality of food they buy
- **Can be tailored to local needs**, for example selling small amounts to elderly customers, making up stew packs, providing recipes to customers
- **Support for local business:** co-ops can buy straight from local farmers, growers and other suppliers, thereby supporting local businesses and local jobs as well as reducing food miles
- **Contributes to education on healthy eating**, in community settings and through links with local schools and nurseries
- **Benefits local people** through volunteer opportunities, giving people retail and management skills which can be transferable to employment, improving confidence and developing social skills
- **Community:** sharing in the tasks of running the co-op makes a social event out of your food shopping



"Volunteering at the food co-op makes me feel like I'm at the centre of what's going on locally. And I feel part of something that's doing some good."

"It's a lot of work at the beginning, but it does get better with experience and help from others who've done it before"

The process

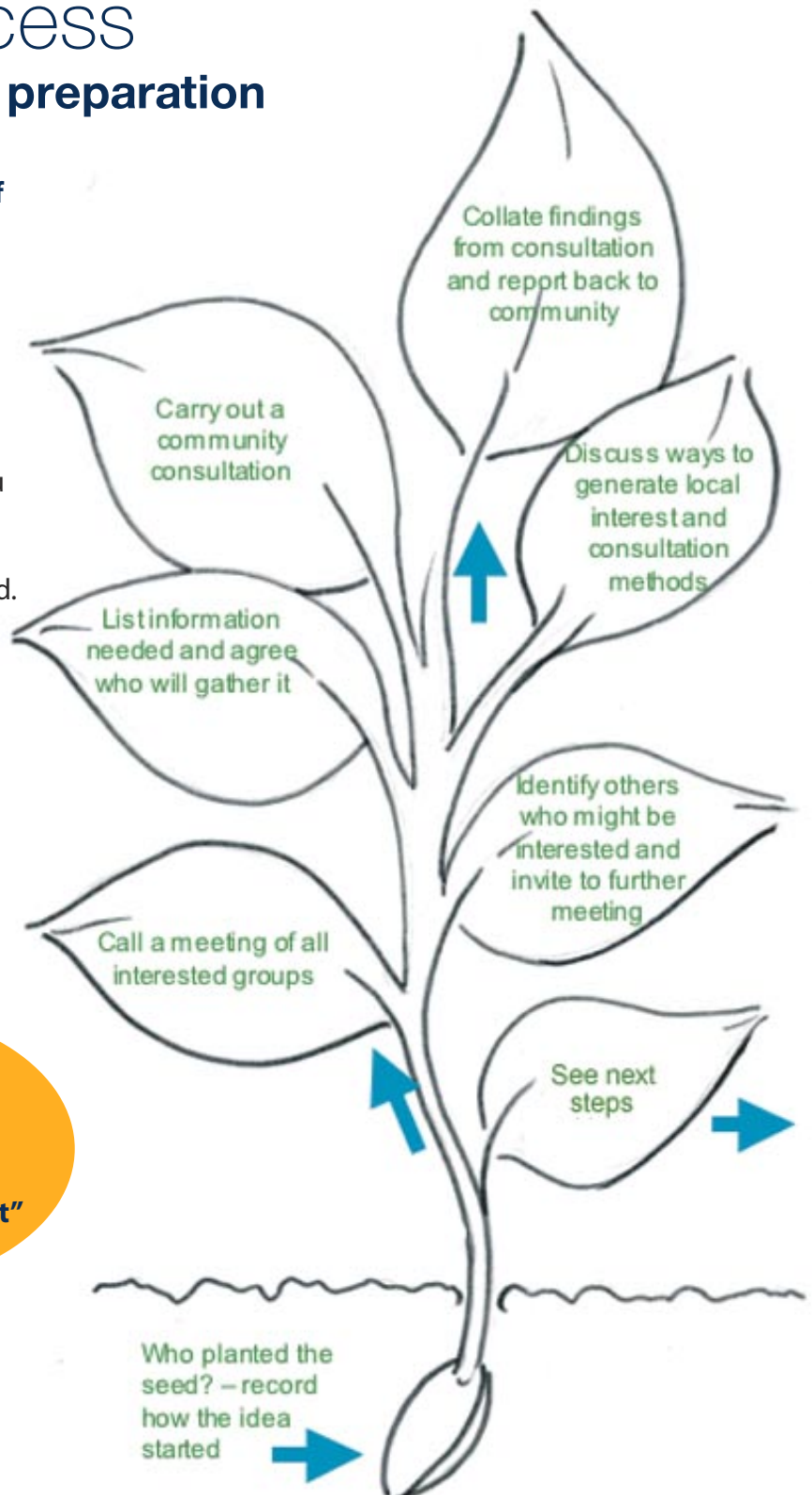
Planning and preparation

The following is a brief flow chart that will take you through the process of setting up a food project.

You may not have to go through every stage but we suggest that you consider each stage so that you can gather all the information required.

This process may take time but stick with it as taking the time at the beginning will pay its dividends (pardon the pun!!) in the long term.

“Local knowledge is very important to identify potential, to gauge what local people would support”



The process

The project

Find out what is already going on in your community. There may already be a food co-op. If not, then invite other individuals and groups to get involved. Once you start talking to others you will probably find they have either thought about it or that they have the same concerns about you regarding access to affordable fresh fruit and vegetables.

You might want to think about surveying people in your area before you start and ask how they would like to see it run.

Some useful questions might be:

- **How easy is it for people in the community to get affordable fresh fruit and vegetables?**
- **What would make this easier?**
- **Where do they currently buy their fresh fruit and vegetables?**
- **What is important to them when they buy fresh fruit and vegetables e.g. price, freshness, quality, and availability?**
- **What shops currently sell fresh fruit and vegetables?**



"Basket surveys are a good way to find out the facts about access and price in existing outlets"

"Visit the competition – other local shops and supermarkets to assess price, quality, presentation and range of produce"

"Surveys provide valuable information – asking questions about whether local people would support the project, how would they like to get their fruit and veg. – orders, self service, delivery, what day/s are best"

The following pages suggest some methods you could use to consult local people.

The process

Consultation methods

There are many different ways to consult your community – here are a few to get you going. One method is unlikely to suit everyone. Some people like to fill in questionnaires, others don't and would rather talk to someone in person about their views, so using a variety of methods will give you a more accurate picture.

Basket survey

This is a good way to start getting volunteers involved. A basket survey is a way to compare the cost of fresh produce available locally from different outlets. Simply purchase an agreed selection of typical fruit and vegetables from the local convenience store, nearest large supermarket and discount store for example. Then compare the prices of individual items and the overall total. This will give you an idea of not just the cost but also the range and quality available. Also, make a note of the cost and ease of access to the shops.



Questionnaire

These are most effective if they are clearly written and quick and easy to fill in. Think carefully about what you need to know before you write the questions. These will vary for each community but will probably need to include the questions on the previous page. Also:

- **Would you prefer pre-order system or shop?**
- **When would you like to be able to get your fresh produce?**
- **Where would you like to get it from?**

Make sure people have space to add their comments and ideas too.

"We put questionnaires through all the doors locally. We also handed them out through community groups, schools and the nursery."

The process

The project



Mapping

Maps can be a good way to collect information, encourage discussion and promote your idea.

- **Find or make a map of the local area – it does not need to have lots of detail, as long as it's easy to understand.**
- **Show this map to local people, community groups and potential customers and ask them to mark on the map where they currently shop, where they would like to see a food co-op etc.**
- **They could draw directly on it, or use sticky dots. Post-its are handy if you want to collect comments too.**
- **You can also make a 'food time-line' mapping how access to fresh produce and shopping habits have changed in the area.**



Visual methods

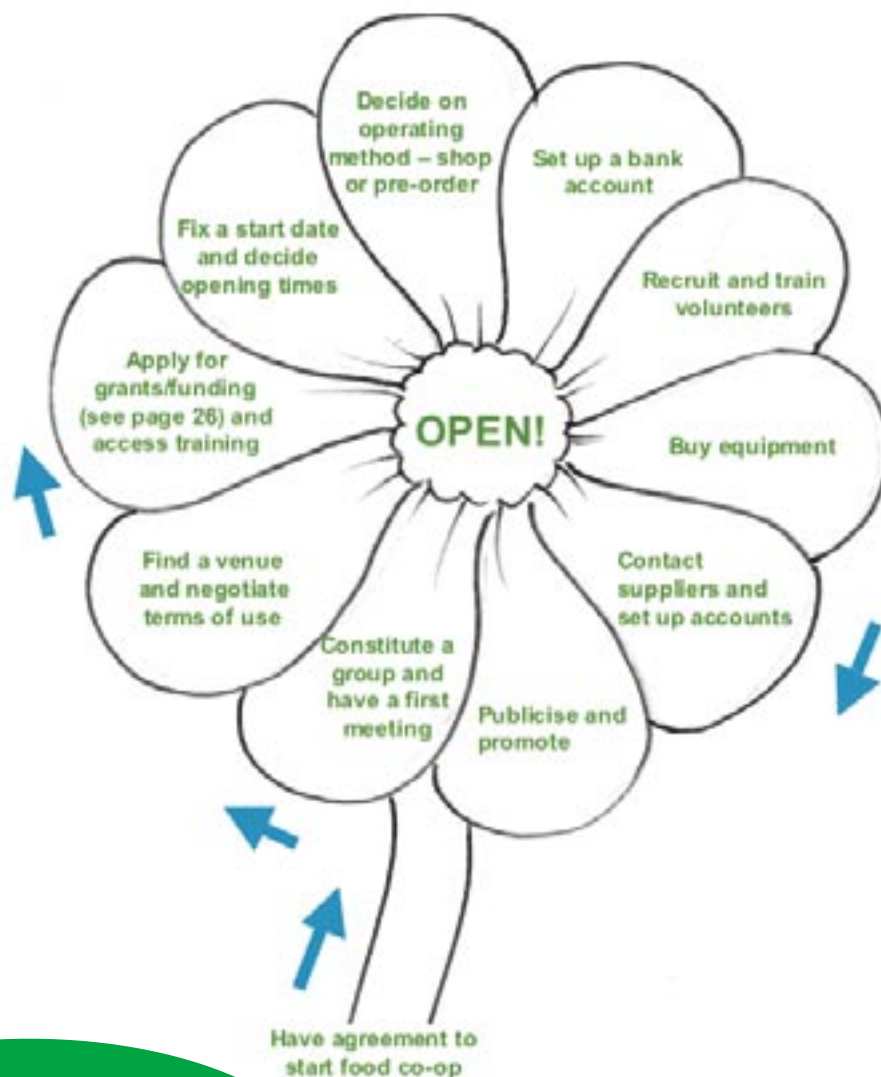
Try using some of the tricks of the advertisers to make your consultation as visible as possible.

- **Use bright, colourful pictures or posters to attract attention. People will 'read' pictures faster than words**
- **Get large sheets of card and make giant questionnaires which can be taken to local places where people gather, such as community centres, church halls, libraries or in the street – think about where your potential customers are likely to be**
- **Have volunteers on hand with marker pens to chat to passers by and encourage them to write their comments on the sheet**

The process

Getting started

After the consultation phase is complete, the practical planning and preparation can begin. This diagram takes you through these stages of development.



“Build relationships with local businesses, even those who may seem like competitors – you could end up supplying their fresh fruit and veg!”

“If you share a venue with other organisations or groups, work to build good relationships. Good communication means problems will be less likely to occur and easier to resolve when they do.”

The process

Planning & preparation

Some things to consider:

Where will it run?

Regardless of the system that you decide to run, you will require somewhere to run your food co-op from for the following reasons:

Who will run the food co-op?

Food co-ops rely on volunteers. The number of volunteers you will need will depend on the system you decide to operate. Try to build up a bank of volunteers and introduce a rota system so that the same people do not have to commit time every week. There may be some people who are happy to contribute more than others but don't take it for granted.

Storage

You will have equipment that you will need to store. How much, will be dependent on the system that you decide to operate

Delivery of fruit and vegetables

WELF&HD will deliver to your premises but it would be easier if it was the same place each week and should ideally be the location where you will make up orders or sell your fruit and vegetables from

When will it open?

Decide which day or days of the week you would like to operate and stick to it

How will it run?

The following two pages will look more closely at different ways of running the food co-op



"Think through how your activities will affect others – e.g. taking deliveries, disposing of waste, storage, parking, busy times etc."

The process

How will it run?

There are currently two systems operating in West Lothian.

Shop system

This works just like a fruit and vegetable shop. You will require a suitable space to set out your produce and serve customers. The food co-op places one large order with WELFEHD every week and opens regularly. Once the order is delivered you can display the fruit and vegetables in your area in a number of ways. Very often your layout will be determined by your space. It is a legal requirement that you display a price for everything that you sell, your delivery note will give you the recommended retail price, RRP.



"If possible have a 'rehearsal' before opening, covering all your processes including setting up, displaying prices and information, weighing, bagging, cash transactions and clearing up. This can help to identify problems which can be resolved before you do it for real"

The process

How will it run?

Pre-order system

Customers are given an order form every week on which they mark the fruit and vegetables they would like and hand it in to the agreed collection point. Someone then puts all the small orders together to form one large order, which is placed with the supplier/s to be delivered to the food co-op at the agreed time and place. Volunteers then sort into individual orders. There is usually a group of people operating a small production line where someone weighs and makes up the order which is then checked, priced and collected by the customer.

Some food co-ops will deliver orders to elderly or housebound customers but once again volunteers are required for this.



“Whether you operate a shop or order system it will be slow to begin with. Allow extra time at the start so you are not under too much pressure”

Both of these systems have pros and cons. Some of our existing food co-ops started with the pre-order system and have progressed to the shop but continue to operate the pre-order systems for those customers that prefer it.

The food co-op as a business

If you are running a food co-op then you are really running a small business, so there are some things that you should think about:

- **Do you know who your customers and potential customers and what their needs are?**
- **How do you keep in touch with your customers?**
- **Is the quality of your produce good enough to make people want to come back every week?**
- **If there is a problem with the produce deal with it immediately and let your customers know that there has been a problem and how it will be rectified**
- **Are your prices competitive? Supermarkets are in a position to promote loss leaders i.e. they sell some fruit and veg so low in price that they actually make a loss on it. We usually say that if you buy a basket of fruit and veg from a food co-op and the same from a large supermarket then our total price will be cheaper. The supermarket may have some items on special but the total price will be cheaper from us**

"Try to find an established food co-op or project who will 'buddy' you through the early stages – they can provide advice and reassurance while you get going. If they operate in your area you can also benefit from their local knowledge of suppliers and customers."

"To begin with people thought the food co-op was just for the elderly or people with low incomes, so we've tried to promote it to all local people, through the nurseries and schools and other local groups as well as leaflets through doors"



Marketing a food co-op

Layout (for shops)

- **Customers tend to buy more with self service layout than if they are served by someone else**
- **Making the produce look attractive really helps to sell it – experiment with the best way to display produce and consider investing in baskets, shelves etc. to do this**
- **Providing baskets for customers is an expense that other food co-ops thought was worthwhile**



Pricing and ordering

- **Decide on what you want your profit margins to be and try to stick to it**
- **Knowing what to order and how much to charge at the start can be difficult but this will get easier with experience and through trial and error. If in doubt order small quantities to begin with but be realistic about price**
- **Make sure your prices are clearly displayed for customers and volunteers to see**

Suppliers

- **Do not be afraid to reject poor quality produce – either send back with the driver or phone the supplier as soon as you discover it, even if it's the next day. Remember, you are the customer here. Check everything when it arrives, especially pre-packed items like soft fruit and grapes, where bad fruit may not be visible. Consider tasting some produce yourself too – fruit can vary a lot in taste from one week to the next**

Marketing a food co-op

Produce

- If you want to start small, you can start with the basics – bananas, potatoes, onions, carrots, oranges, apples – these will be most likely to sell
- Think about what the customers want – would they be more likely to buy melon, turnip, cabbage if you supply these cut in half? Smaller quantities are more attractive to elderly people, those living alone and people with little storage space. Let your customers know that you will cut up large items e.g. melon, pineapple, turnip etc.
- Business can vary according to the season – winter can be busy, especially if you sell soup/stew packs, summer can be quiet when people are on holiday and perhaps eat less generally
- If you try to get produce when in season it will be better quality and probably taste better too
- Don't pre-judge your customers according to your own tastes – just because you don't like brussels sprouts doesn't mean customers won't buy them!
- Promote items by giving free tastings or samples



Record keeping

- Try to keep good records of stock ordered, stock sold and also any wastage. This information will make it easier to learn from mistakes and see patterns in the business year. There may well be peaks and troughs in business, affected by holidays or even the weather.

Equipment

Some things you may need:

Suitable accessible premises

Storage space

Till and till roll

Scales

Calculator

Shelving or tables if operating a shop

Baskets

Pricing board

Mobile phone

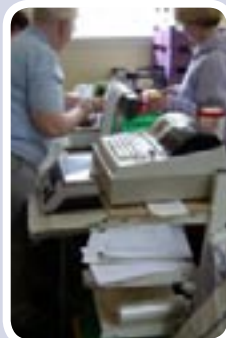
Chopping boards and knives if you are going to prepare produce
(e.g. providing half melons)

Storage crates for keeping produce or making up orders
(folding ones are good if there's limited space)

Plastic or paper bags (start collecting)

Access to a sink if preparing food

Access to computer and printer for making order sheets, price lists, promotional
materials, online ordering



**"Remember, it doesn't
have to be complicated
– you can start small
with just the basics and
build up gradually"**

Healthy Start vouchers

Healthy Start replaces the welfare food scheme. With Healthy Start, you can use your vouchers every week which you swap for.....you can also get free vitamins. Healthy Start vouchers are available to those on low income. For further information see their website www.healthystart.nhs.uk.

What is Healthy Start?

With Healthy Start, you can get free vouchers every week which you swap for milk, fresh fruit, fresh vegetables and infant formula milk. You can also get free vitamins. Healthy Start replaces the Welfare Food Scheme.

What businesses qualify for Healthy Start?

Many different kinds of businesses can register for Healthy Start, including grocers, milkmen, food co-operatives, newsagents, box schemes, market stalls, supermarkets and more. As long as your business sells one or more of the Healthy Start foods.

How are Healthy Start vouchers used in WELFED?

West Lothian Food & Heath Development have now registered to become a Healthy Start outlet and will administer vouchers. Any co-op can exchange vouchers for fresh fruit and vegetables to the value of £2.80. **Vouchers can only be exchanged for fresh fruit and vegetables and cannot be exchanged for any pre-cooked, dried or canned fruit and vegetables.** You should record the vouchers that you exchange and pass to WELFED on a monthly basis.

HEALTHY
START

Your responsibilities

Food hygiene

If you are going to prepare food (e.g. cutting large items like turnips, preparing stew packs) you will need to consider food hygiene. You will need to register with Environmental Health. At least one person should have the Elementary Food Hygiene certificate and should share knowledge and good practice with others. Courses are run throughout the year – see appendices for details.



Trading Standards

Your local Trading Standards officer will advise you on weights and measures. There are legal requirements when selling goods that have to be weighed and or measured - some foods must be sold by weight, others per piece. You should make contact with them early on for the relevant information (see appendices for contact details.)

You should also keep in touch with the local authority Health and Safety Officer. Ask them to come out and check over your premises. They will make you aware of any relevant considerations. It would be a good idea to do this before making your application for a small grant to get you started, just in case there are any alterations that have to be made.

“Trading standards and environmental health officers – get them to visit you at the planning stage – they can advise on equipment, regulations and responsibilities”

“They have always been friendly and very helpful to us”

Summary

Hopefully, reading through this guide will have given you ideas, information and inspiration for your food co-op. It has explained how food co-ops can benefit a community and individuals. It has set out a process for turning your ideas into a reality and provided some practical advice to help you do this.

On the following pages you will find appendices with further information you may want to refer to once you get going.



Of course, every community is different and your food co-op will be designed to suit your customers – remember, you can start small and build gradually in time. We hope that this guide has been helpful and given you ‘food for thought’.

You can get support from Angela Moohan, the Community Health Development Officer for Food Initiatives - see WELFEHD website for details
www.welfehd.co.uk or **phone 01506 771724.**

Good luck!

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Useful contacts

Angela Moohan

Community Health Development Officer - Food Initiatives

Strathbrock Partnership Centre

189a West Main Street

Broxburn

01506 771724

angela.moohan@westlothian.gov.uk

Allistar Strickland

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Clare Bell

Administration Officer – Food Initiatives

Strathbrock Partnership Centre

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Broxburn

01506 775631

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Craig Smith

Environmental Health

County Buildings

High Street

Linlithgow EH49 7EZ

01506 775364

environmentalhealth@westlothian.gov.uk

David White

Senior Trading Standards Officer

5 Inchmuir Road

Whitehill Industrial Estate

Bathgate EH48 2EP

01506 776412

david.white@westlothian.gov.uk

Community Food & Health Scotland

0141 226 5261

Food co-ops in West Lothian

Where	Days open	Opening times	Contact
Addiewell, Pitt Stop	Wednesday	9am – 11am	Margaret 01501 763354
Bathgate, Acredale House	Tuesday, Wednesday, Thursday	10am – 3pm	Allan 01506 634288
Carmondean Health Centre	Thursday	9am – 2pm	Phyllis 01506 839301
Craigshill Mall, Craigshill	Monday	9am – 1pm	Pamela 01506 439643
Fauldhouse, Salvation Army Hall	Thursday	9am – 1pm	Cath 01501 771088
Howden St Andrews P.S, Howden	Friday (term time only)	11am – 12.30pm	Carol 01506 433114
Knightsridge Early Years Centre	Thursday	11am – 1pm	Morag 01506 444970
Lanthorn Centre, Dedridge	Wednesday	11am – 1pm	Donna 01506 777707
Ladywell, Forrestbank Community Centre	Monday	9am – 1pm	Sandra 01056 430035
Deans P.S	Friday	11am – 1pm	Angela 01506 411208
Stoneyburn, Main Street	Monday – Saturday	Mon-Fri 9am – 6pm Sat 10 – 2pm	Donna 07804 743 510
Strathbrock Partnership Centre, Broxburn	Thursday	9am – 3pm	Mike 01506 771888
Inveralmond Early Years Centre	Wednesday	11am – 12:30pm	Aileen 01506 441907
Whitburn, Answer Project	Tuesday	11am – 1pm	Jean 01501 745064

Funding

There are many strands of funding available and there is support to access funding from **Angela Moohan**, the Community Health Development Officer for food initiatives on **01506 771724**.

Many of the Lottery strands have a closing date of 1st August and will then be reviewed.

Small Grants Fund

You can apply to the **West Lothian Food and Health Steering Group** for a small grant to get you started. You should include any equipment you might require, publicity costs, expenses for a launch (if you decide to have one) and the estimated cost of your first order.

There is no limit to how much you apply for but funds are limited so be realistic about what you actually need. There is no closing date for this fund and applications are considered at the monthly meeting of the West Lothian Food & Health Steering Group.

For application form contact Angela Moohan on 01506 771724.

West Lothian Community Health Development Network Grants

West Lothian Community Health Development Network (WLCHDN) has a small grants scheme which operates each year. This fund is to support healthy projects develop by using a community development approach. For further information contact Laura Dunkel on 01506 775631.

Funding from £500 to £3000

Community Food and Health (Scotland) has an annual small grants scheme available for groups and agencies in Scotland who wish to improve access to, and take up of a healthy, varied and balanced diet. Grants from £500 to £3000 are available and grant recipients are expected to spend their grant money within one year.

The small grant scheme opens in the spring and closes in the early summer. Successful applicants usually receive their grants by the autumn. Visit www.communityfoodandhealth.org.uk for more information.

To search for funding visit

www.open4community.info/westlothian1/O4Launch.aspx?action=viewhome&wuserid=JWC4157C4K

Useful websites

Edinburgh Community Food Initiative
www.ecfi.org.uk

Community Food and Health Scotland
www.communityfoodandhealth.org.uk

Health Scotland
www.healthscotland.com

'get cooking'
www.getcooking.org

Sustainable Scotland Network
www.sustainable-scotland.net

The world café
www.theworldcafe.com

Soil Association
www.soilassociation.org

Community Food Enterprise
www.community-food-enterprise.org.uk

Healthy Living
www.healthyliving.gov.uk

Scottish Executive
www.scotland.org.uk

Food Standards Agency
www.food.gov.uk/scotland

Chew On This
www.chewonthis.org.uk

Comic Company
www.comiccompany.co.uk

West Lothian Council
www.westlothian.gov.uk

Local Food Works
www.localfoodworks.org

West Lothian Food & Health Development
www.welfehd.co.uk

Newcastle Community Project
www.newcastlefood.co.uk

Joseph Rowntree
www.jrf.org.uk

Food Poverty Database
www.sepho.org.uk

British Nutrition Foundation
www.nutrition.org.uk

Shopping Panel
www.csrs.as.uk

BBC Health
www.bbc.co.uk/health

Get cooking, get shopping
www.co-op.co.uk

Food Standards Agency - Eatwell
www.eatwell.gov.uk

Think Vegetables
www.thinkvegetables.co.uk

British Heart Foundation
www.bhf.org

Suppliers

WELFEHD can now supply you with paper bags and carrier bags however if you would like to buy your own you can get them at:

Paper bags & water

Batleys Cash & Carry Plc

M8 Estate
Clifton Hall Road
Newbridge, Edinburgh
0131 3335400

Display grass

Booker

55 Eastfield
Edinburgh EH15 2PJ
0131 669 5656
www.booker.co.uk

Baskets

Shelving Direct

Napier Road BedfordBeds
MK41 0QS
0800 21 42 92
www.shelvingdirect.co.uk

Display grass

Evergreens Uk Ltd

1-4 Extons Units
Market Overton Ind Est
Market Overton Oakham, Rutland
01572 768208
www.evergreensuk.com

Till

Makro

50 Bankhead Avenue
Sighthill Industrial Estate
Edinburgh EH11 4EA
0131 458 5151
www.makro.co.uk

Fresh Produce

WELFEHD Office

8 Heron Square
Deans Industrial Estate
Livingston
01506 429000

Scales

Jeri Doran

Avery Berkel
Or search internet for fruit and vegetable scales
0121 224 8068
www.averyweigh-tronix.com

Local producers

We work in partnership with farmers in West Lothian to ensure that we provide a wide range of seasonally grown fruit and vegetables. In winter we make every effort to ensure that all root vegetables are from West Lothian. In summer all our berries come from West Lothian and are picked the day before you get them. When we cannot source West Lothian produce we do buy other Scottish or UK produce.

Buying local produce not only contributes to the local economy and keeps money within West Lothian but it also reduces our carbon foot print. This means that buying food that has not travelled a great distance you are reducing the carbon omissions in the air and contributing to a better, healthier environment.

Farms in West Lothian

Produce - all winter vegetables

Davie Dickson

16 Raw Holdings
East Calder
EH53 0JN



Produce - all summer berries

G & G Sinclair

West Craigie Farm
South Queensferry
Edinburgh
EH30 9TR



Produce

Countable produce

Apples	Grapefruit	Pineapple
Apricots	Guavas	Plums
Artichokes (globe)	Kiwi fruit	Pomegranates
Aubergines	Kohlrabi	Pomelo
Avocados	Lemons	Pumpkins
Bananas	Lettuce	Radishes
Beetroot (included cooked)	Limes	Shaddock
Cabbage	Mangoes	Soft citrus fruits
Capsicum	Marrows	Tomatoes
Cauliflower	Melons	Ugli
Celery	Nectarines	
Coconuts	Onions (other than spring)	
Corn on the cob	Oranges	
Cucumber	Passion fruit	
Fennel	Pawpaw	
Figs (fresh)	Peaches	
Garlic	Pears	

Vegetables which can be sold by the bunch


Asparagus	Mint	Radishes
Beetroot	Mustard and cress	Salad cress
Carrots	Onions	Turnips
Chives	Parsley	Watercress
Endives	Garlic	

All other produce should be sold by weight

How to calculate kg and lb price for produce

- Take the price of the item from the delivery note and divide it by the amount of kg's
- This then gives you a kg price
- Add on 10%
- Take the kg price and divide it by 2.205 to get the price per pound

Sample order sheet



Stoneyburn and Bents Fruit & Vegetable Order Form(Fri 15th Sept)

PRICES INDICATED ARE FOR 15/09/06 AND SUBJECT TO CHANGE ON A WEEKLY BASIS

NAME..... ADDRESS.....

PHONE No.....

PRODUCT	Kg	Lb	Per Pack	Each	Quantity	PRODUCT	Kg	Lb	Per Pack	Each	Quantity
Peaches						Iceberg Lettuce					
victoria plums						cos lettuce					
nectarines 10 pack						Cherry Tomatoes					
Apple Red						Spring Onions					
Apple Green						Tomatoes					
Conference Pear 10 pack		Best Buy				Beef tomatoes					
Banana						New Potatoes car a lothian					
Grapes red						pre packed washed potatoes 2kg					
Grapes Green						Baby Ball Potatoes					
Kiwi						Bakers (large)					
Melon Galia						sweet potatoe					
Melon Honeydew						Leeks					
Grapefruit						Turnip					
Orange(large)						Carrots					
Satsuma						Onions DUTCH MED					
Pineapple						onions red					
Strawberries						Mixed peppers 3 pack					
Lemon						Green cabbage					
lime						White Cabbage					
mangoe						Broccoli (227 gms)					
avacado						Cauliflower					
water melon						Mushrooms					
pomegranates						courgette					
jam						cucumber					
marmalade						fresh corn on the cob					
fresh beetroot						FRESH GARLIC x2					

PLACE YOUR ORDER BY 2PM ON WEDNESDAY AND EVERY WEDNESDAY AFTER THAT, THEN COLLECT YOUR ORDER FROM STONEYBURN COMMUNITY CENTRE ON FRIDAYS BETWEEN 10.00am AND 11:30am **OR BOOK A FREE DELIVERY SERVICE**

PLEASE INDICATE DELIVERY TIME BETWEEN 11.30 AND 12.30 BETWEEN 17.30 AND 18.30

IF YOU REQUIRE SOMETHING THAT IS NOT LISTED PLEASE LET US KNOW AND WE WILL GET IT THANKS FOR YOUR SUPPORT

ORDER FORMS TO BE RETURNED TO COLLECTION POINTS IN CHEMIST, POST OFFICE, HENDRIES NEWSAGENTS, HEALTH CENTRE OR COMMUNITY CENTRE. **OR PHONE ORDER TO 07758836251**

All items marked in orange are scottish produce from a local farm good quality at a good price

Healthy eating information

What is a portion of fresh fruit or vegetable?

Five portions of fruit and vegetables a day are recommended. Fresh, frozen, canned and dried fruit and vegetables, all count but not potatoes. A small glass of fruit juice also counts as one portion.

An average portion of fruit would include:

- 1 slice of very large fruit, e.g. melon, pineapple, papaya;
- 1/2 avocado or grapefruit;
- 1 large fruit, e.g. apple, pear, banana, large clementine or satsuma, orange, peach, nectarine;
- 2 medium fruit, e.g. apricot, kiwi, plum, small clementine or tangerine;
- 5 small fruit, e.g. damson, lychee, passion fruit;
- 1 cupful of very small fruit, e.g. blackberries, strawberries, raspberries, cherries, grapes;
- 2-3 tablespoons of stewed fruit, canned fruit or fruit salad;
- 1 tablespoon of dried fruit, e.g. raisins, apricots, dates, figs;
- 1 glass of fruit juice (150 ml).

An average portion of vegetables would include:

- 2 tablespoons of green vegetables, e.g. broccoli, broad beans, courgettes, cauliflower, spinach, leek, cabbage;
- 2 tablespoons of root vegetables, e.g. carrots, parsnips, swede, turnip;
- 2 tablespoons of very small vegetables, e.g. peas, sweetcorn, ratatouille;
- 2 tablespoons of other vegetables e.g. aubergine, marrow, mushrooms, onion, canned tomatoes;
- 1 bowlful of salad, e.g. cherry tomatoes, lettuce, avocado, cucumber, beetroot, beansprouts.

Risk assessment

Risk Assessments are the responsibility of everyone delivering a service. This means that you have to complete a risk assessment for the food co-op in someone else's building. They should also do risk assessment and give you a copy. You should give the hosting organisation a copy of your risk assessment. A risk assessment should be carried out at least once a year but most certainly following any incident/event or any changes that are made. Regular Health & Safety courses are run throughout the year. You can either check online for these at www.welfehd.co.uk or you can contact Clare Bell on 01506 775631 or email clare.bell@westlothian.gov.uk

Risk Assessments are usually carried out by the people who are involved in the project. Food Co-ops are relatively low risk with regards food safety and health and safety and shouldn't require too much in depth work. The main risk assessment that you will carry out will be on the premises (facility) and some guidance notes are included (pg 33 – 35). Some of the things you would need to think about with regards to a risk assessment are:

Delivery

This might include information about how you have picked suppliers and what checks are carried out when the food is delivered e.g. date codes, signs of damage / bruising. You should also consider what you will do if food is out of date or is damaged.

Storage

Is food stored between delivery and the day of use? Is this refrigerated storage and if it is how will you make sure that the fridge is running at the right temperature? If not then how is food kept safe e.g. is it stored in food quality containers or in a cupboard that cannot be accessed by pests etc.?

Transport:

Is food delivered to its final destination or is it transported from storage as and when required? If it is transported how does it get there? How is food protected during transportation?

Preparation

Is food prepared in anyway e.g. cutting up fruit or veg; cooking etc.? Where is this done? How is food protected during preparation e.g. from bacterial cross contamination/ bacterial growth/ chemical contamination?

Cleaning

What chemicals are you going to provide for cleaning any equipment used and how are you going to clean it? How often will they be cleaned? what is the process for cleaning?

Personal Hygiene

What rules will be put in place regarding personal hygiene?
Who is going to make sure this is all done?

Risks to consider

Slips and Trips

- measures to avoid spillage and leakage onto floor
- measures to clear up spillages and dry floor immediately
- cleaning when catering is not in progress
- drying wet floors after wet cleaning
- ensure that walkways between buildings are well lit and cleared during snow or ice.
- no obstacles in walkways



Handling

- avoiding lifting items which are too heavy (e.g. pans, trays, packages, furniture)
- avoiding of lifts which involve reaching up too high or too low

Exposure to splashes or chemicals

- safe systems of work, training and supervision in the use and storage of cleaning substances

Struck by articles (including hand tools)

- safe selection, training and supervision in the use of hand knives
- secure accessible storage for materials
- appropriate methods of handling goods and unloading vehicles etc
- secure equipment so it cannot topple
- training and awareness in placing articles so they do not topple when placed on work surfaces
- avoiding horseplay

Risks to consider

Machinery

- ensure machinery is properly guarded, especially food slicers, planetary mixers, vegetable cutting machines and catering attachments

Electric Shock

- examine plugs etc before use
- ensure equipment does not have to be plugged/unplugged with wet hands and that sockets will not get wet
- maintain, examine and test electrical apparatus and try to identify deterioration in insulation e.g. sealing machines for packets



Transport

- safe use of lift trucks
- safe parking and access for delivery vehicles and customers

Falls and bumps

- check condition of stairways
- avoid need to stand on objects to reach articles
- avoid crowded conditions
- check fixed objects don't cause obstructions

Fire and explosion

- ensure gas-fired equipment is fitted with flame failure devices so far as reasonably practicable
- institute safe systems of work, training and supervision over lighting procedures
- clean fat deposits off vents and ductwork etc

Food co-op weekly record sheet

Food co-op weekly record sheet

Name of food co-op:

Address:

Money in

Money out

Description:

Supplier:

Amount:

Total to bank:

Invoice received:

Signed:

Invoice number:

Countersigned:

Date paid:

Tasters/promotions

Description:

Quantity:

Cost Price:

Activities

Description:

No. of people:

Time taken:

Volunteers

Name:

Total number for week:

Financial procedures

The following procedures detail how you should pay WELFED for their produce.

West Lothian Food and Health Development Financial Procedures MAY 2007

West Lothian Food and Health Development (WELFED) will supply fresh fruit and vegetables to customers on the date stipulated and within one hour of the requested time.

On receipt of the goods the customer will be given a delivery note which they should check against goods delivered. Any discrepancies should be notified to the WELFED office within 2 hours of receipt of the goods being received.

WELFED will provide a return system. WELFED will take back the stock and produce a final invoice which will charge for produce sold only. Invoices will be issued on a weekly basis and should be paid, in full, **within 14 days**.

Invoices should be **paid in full** by cheque and cash will only be accepted with prior agreement.

Payment should not be given to WELFED staff without a receipt being given. The WELFED staff member should sign the receipt in addition to the customer.

If payment of the invoice is not received within 14 days a payment reminder will be issued giving the customer a further 7 days to pay. A second payment reminder will then be sent giving 48 hours to pay the outstanding invoices. If payment is not received after this, then a final letter will be issued advising that the customer account will be suspended until all outstanding invoices are paid.

Food co-ops cash handling

Suggested good practice in Financial Procedures May 2007

Food co-op cash handling procedures

- Always ensure that the float is checked by two people and that it is accurate both at the start and the end of the food co-op. If it is not accurate record it on the weekly record sheet and countersign with two signatures.
- Any errors made throughout the day should be initialled on the till roll and rectified at the time.
- Any fruit and vegetables used throughout the day for tasters/promotions should be recorded on the weekly record sheet itemising description quantity used and **COST** price of item/s.
- All expenses paid out should have a receipt and should be recorded on the weekly record sheet detailing description of goods purchased, the provider and the cost.
- At the end of the food co-op print X and Z readings from the cash register. (X reading is the total amount of money registered since the last reading i.e. that day, and the Z reading is the total amount of money registered since the cash register was programmed).
- The money in the cash register should be the same as the X reading plus the float i.e. money banked should match with the X reading.
- The X reading should be recorded on the weekly record sheet and the print out stapled to the record sheet. Print out an X reading for the person who will bank the money.
- The money should be counted and the record sheet signed by two people at **All** times (where there are no volunteers the person receiving the cash should be the countersignature i.e. school secretary, WELFED driver).
- **DO NOT HAND MONEY OVER WITHOUT RECEIVING A RECEIPT.**
A receipt should always be given by the person receiving the money. The receipt should provide the date, total amount received and should be signed by both the person handing over the money and the person receiving the money.

Information is available in Braille, on tape, in large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

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الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

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Informacje te mogą być przełożone na język Braille'a, dostępne na taśmie magnetofonowej
lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 0131 242 8181.

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