

# CookShop



CookShop is a program of Food Bank For New York City

## Grocery Online Order Instructions: FoodTown

**GROCERY WEBSITE:** <https://www.foodtown.com/my-account>  
**CONTACT:** Julissa  
**PHONE:** 718.424.1889  
**CONTACT EMAIL:** Grocery related issues: [julissa@ferreirafoodtown.com](mailto:julissa@ferreirafoodtown.com)  
**GROCERY DELIVERY:** Order 6 days before desired delivery date  
**GROCERY ORDER:** Forward order confirmation E-mail to: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)

Before accessing the FoodTown website, complete the grocery order worksheets in accordance with the corresponding lesson/workshop number you are ordering for. You will use these worksheets to organize the quantities for your actual order to take place on the **FoodTown website**.

Example worksheets:

**Grocery Order Form**  
*FOR REFERENCE ONLY. PLACE ORDERS ONLINE.  
 FRESH DIRECT WILL NOT ACCEPT THIS FORM.*

**CookShop Classroom**  
 For After-School  
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Site Name: Please Select Site Name Here  
 Order Date: ORDERS MUST BE PLACED 7 DAYS IN ADVANCE  
 Store Name: Frank Direct  
 Website: <http://www.frankdirect.com/new-york>  
 Contact: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)  
 Store Phone: 212-796-8882

*email a copy of order confirmation to: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)*

**Grocery Order Form: CookShop Families**  
*FOR REFERENCE ONLY. PLACE ORDERS ONLINE.  
 FRESH DIRECT WILL NOT ACCEPT THIS FORM.*

**CookShop for Families**  
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Site Name: Please select Site Name Here  
 Order Date: ORDERS MUST BE PLACED 7 DAYS IN ADVANCE  
 Store Name: Frank Direct  
 Website: <http://julissa.frankdirect.com/new-york>  
 Contact: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)  
 Store Phone: 212-796-8882

*email a copy of order confirmation to: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)*

**Lesson 1: Meet MyPlate & The Food Groups**  
*If your order does not meet the \$58 minimum please contact your CookShop Coordinator. Do NOT add additional items into your cart. You are responsible for paying for any excess items ordered.*

Delivery Date: \_\_\_\_\_  
 Delivery Time: \_\_\_\_\_  
 Delivery Location (Site Address): \_\_\_\_\_  
 Coordinator Contact and Number: \_\_\_\_\_  
 Site DBM #: \_\_\_\_\_

Number of CookShop Classroom for After-School Classroom: \_\_\_\_\_  
 Fill in: \_\_\_\_\_

Delivery Date: \_\_\_\_\_  
 Delivery Time: \_\_\_\_\_  
 Delivery To (Site Address): \_\_\_\_\_  
 Coordinator Name and Phone: \_\_\_\_\_  
 Site DBM #: \_\_\_\_\_

**Items to be delivered for CookShop**  
 Lesson 1: Meet My Plate & The Food Groups

INGREDIENTS	QTY	SIZE	QUANTITY TO BE DELIVERED	QUANTITY RECEIVED
			[CookShop Coordinator to complete this column]	[Site Use Only]
Carrots	1	1 1/2 bag	0	
Reduced Fat Fat Cheese	1	6 ounce container	0	
Green Bell Pepper	1	medium	0	
Cooking spray	1	8 ounce can	0	
Oliver Oil	1	8.5 ounce bottle	0	
Garlic Powder	1	2.5 ounce bottle	0	
Tomato	1	small	0	
Honeycrisp Apple	2	medium	0	
Whole Wheat Pasta	2	8 ounce package (small)	0	
Dish Soap	1		1	

*No additional items may be ordered unless written approval from the Food Bank is attached.*

**Workshop 1: Veggie Wrap**  
*If your order does not meet the \$58 minimum please contact your CookShop Coordinator. Do NOT add additional items into your cart. You are responsible for paying for any excess items ordered.*

Ingredient	Size	Quantity	Quantity
White Cheese	8 ounce	2 cans	
Tomato	medium	1	
Roasted Red Pepper	medium	1 head	
Carrot	medium	1	
Honeycrisp Apple	medium	1	
Oliver Oil	8.5 ounce	1 bottle	
Salt	26 ounce	1 bottle	
Dish Soap	2.5 ounce	1 bottle	
Whole Wheat Tortilla	large	1 package	
Dish Soap	8 ounce	1 bottle	

*No additional items may be ordered unless written approval from the Food Bank is attached.  
 This instruction is for reference only. Please contact your coordinator for more information.*

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## Instructions:

1. To begin your order log into <https://www.foodtown.com/my-account> by clicking "Sign In" on the upper left hand side of the screen. Login information was provided in the grocery store assignment E-mail.
  - \*Your password must remain cookshop
  - To receive your order the grocery store listed must be **Foodtown of Jackson Heights**. If **Foodtown of Jackson Heights** is not listed enter the store's address in the 'My Store' section

Welcome, KARA. [Sign Out](#)

**Foodtown of Jackson Heights** My Favorites ★ | My Account | Contact Us



Reorder

All

Search ...



## Find a Foodtown Grocery Store Near You

Enter City and State, or Zip Code

Within:

Store Services (optional)

Pick Up

Delivery

### My Foodtown Store

**Foodtown of Jackson Heights**  
76-10 37th Ave  
Jackson Heights, Queens, NY 11372  
[718-682-7203](tel:7186827203)

2. Reference your completed **Grocery Order Worksheets for CookShop Classroom for After-School and CookShop for Families** to know which ingredients and quantities to order on Foodtown.com.
3. Type the individual ingredients from the order forms into the search bar. Hit Enter.  
\*Select only the ingredients listed.



Reorder

All

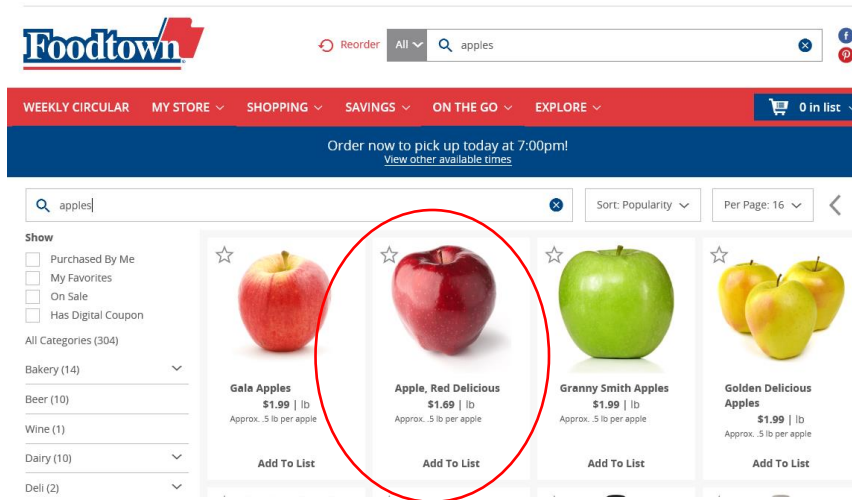
Search ...

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- Click on the item you want to order. It is the coordinator's responsibility to select the lowest cost items.



- Transpose the number of ingredients listed in the "Quantity" row. Then click "Add to List."

Grocery Store Checklist			Coordinator Checklist			Confirmation
Items to be delivered			QUANTITY NEEDED PER CLASS			Quantity Packed (Handwritten)
INGREDIENTS	SIZE	QUANTITY TO BE DELIVERED	K	1	2	
Whole Wheat Pitas	8 count package	2	2			
Green Bell Pepper	medium	2	1			
Red Bell Pepper	large	1			1	
Hummus	8-10 oz container	1	1			
Dish Soap	8-oz. bottle	1	1	1	1	
Fresh Baby Carrots	1 lb. bag	3	1			
Red Apples	medium	1	2	1		

- After you click "Add to List" you will be notified that the ingredient is in your cart. Using the search bar up top continue to add ingredients to your list.



## Apple, Red Delicious

\$1.69 | LB

Add To List

Approx. 5 lb per apple

Substitution

Best comparable

Add Notes

Add To Favorites

SKU/UPC: 0000000040167

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- Repeat steps 3-6 until you have added all of the items to your cart.  
**\*Coordinators must ensure that groceries for both components (CookShop Classroom and CookShop for Families) are combined into one order. Your site can only place one order per week.**
- Once you have added all of your items to your online shopping cart, click on drop down and select "View full List"



- The next screen will prompt you to review your cart. Ingredient quantities must match what is listed on the grocery order worksheet (Step 5). You may increase/decrease quantities and items on this screen, when you are ready Click "Checkout."

Item	Quantity	Total	
 <b>California Navel Oranges</b> 4 for \$5.00   each	- 1 Each + Best comparable	\$1.25	×
<b>Add Notes</b>			
 <b>Red Bell Peppers</b> \$2.99   lb	- 1 pepper + Best comparable	\$1.35	×
<b>Add Notes</b>			
 <b>Goodness Gardens Chives</b> \$1.29   0.25 oz	- 1 in List + Best comparable	\$1.29	×
<b>Add Notes</b>			
 <b>Del Monte 100 Calorie Sliced Yellow Cling Peaches in Extra Light Syrup</b> \$1.39   8.25 oz	- 1 in List + Best comparable	\$1.39	×
<b>Add Notes</b>			
 <b>Tostitos Tortilla Chips, Multigrain</b> 2 for \$5.00 (06/23-06/29) \$4.29   9 oz	- 1 in List + Best comparable	\$2.50	×

**Estimated List Total**

**Item Total: \$7.78**

**\*Estimated Total: \$7.78**  
\*Taxes not included

**Checkout**

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10. Your site's delivery address will auto populate. Click "Delivery On" and "Between" to select the delivery date and time slot which you would like to have the items delivered. Once all information is correct select continue.

- Remember even if you select a two hour delivery window contractually the stores have a 4 hour delivery window. Therefore allow for enough time to receive your delivery.

## Checkout

The screenshot shows the checkout process with two steps: 1 Delivery and 2 Review. The delivery information is as follows:

Delivery Info*	Delivery On*	Between*
Steve Stevens	Thu 07/06	1:00p-2:30p

Address: 37-15 81st street, 1st floor, Queens, New York

Hours: Monday - Saturday 7:30 am to 10:00 pm, Sunday 8:00 am - 9:00 pm

Phone: (914) 768-4520

Delivery Zip Codes: 10032, 10033, 10034, 10040

Instructions: Delivery Instructions

OK to leave in a safe place

11. You will be able to review your order one last time. Make any updates needed. If your order is correct, scroll down to the Payment Method section. Select the "Pay in person" option. **You will not be charged at time of delivery.** Then select Place Order.

The screenshot shows the Payment Method section with the following text:

Prices shown here may change between now and your delivery date. Final cost is determined at the time your items are delivered.

Please be prepared to supply identification to confirm your identity when your order is picked up or delivered. If the order consists of, or includes, alcohol or tobacco products, the person who picks up, or accepts delivery of, the merchandise must present valid proof of age.

Pay online with credit or debit card

Pay in person

Payment must be made at time of delivery.

Buttons: Back, Place Order

12. A confirmation page will appear once you have placed your grocery order and will immediately be sent to your email address. You must forward the emailed confirmation to: [CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org) If you do not receive an order confirmation contact FoodTown.

**On the day of delivery you must confirm all ingredients have been delivered and are of good quality. If there are any issues with the ingredients provided to your site contact Foodtown customer service and notify CookShop.**

**If you have questions or concerns about FoodTown please contact CookShop.**