To Build A Village

MENTORING HAITIAN-LED LAND RESTORATION EFFORTS IN HAITI

BREADFRUIT SHREDDER GUIDE





WELCOME

Congratulations! Your community is **one of seven communities** selected to receive a brand new breadfruit shredder. This gift will help families use more of their breadfruit, improve food security, and earn extra income. This shredder does not belong to an organization; it belongs to your community. If everyone works together to care for it and use it wisely, it can serve many families for many years.

As such, money collected from shredder use is a community resource. By carefully managing these funds, your community can help pay for maintenance and repairs, support onsite managers, purchase needed supplies, and save for future equipment, including additional breadfruit shredders.

The information in this flipbook will help you:

- Keep the shredder clean and in good condition
- Use the shredder safely
- Record who uses the shredder and how much breadfruit is processed
- Keep track of money collected and spent
- Show how the shredder is benefiting families

These records are important. They will help your community take good care of this gift. They will also help To Build A Village share your community's story with supporters who make projects like this possible.



TO SUPPORT YOU

We have created a private Facebook group where Community Coordinators, Onsite Shredder Managers, and project leaders can learn from one another and grow together.

This is a place to:

- Share photos and success stories
- Ask questions and solve problems together
- Share recipes and ideas for using breadfruit
- Learn tips for operating and maintaining sites
- Encourage one another and celebrate community achievements
- Help strengthen food security in rural communities
- And, create new opportunities for rural families in Haiti

Please post at least one photo, video or update each month so we can celebrate your community's progress.

We will send you an invitation to join this leadership group after you share your personal Facebook profile with us.

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READINESS CHECKLIST

Equipment

□ Industrial breadfruit shredder and owner's manual

□ Food-grade lubricant (no vegetable oil - it becomes sticky)

This unit is designed so that very few tools are needed for routine operation and maintenance. Most disassembly uses thumb screws or hand-tightened parts.

Weighing and Measuring

□ Digital platform scale (kg) with separate calibration weight

□ Or, a simple bag or basket system to determine approximate weights

Food Handling

□ Food-grade buckets or stainless steel bowls (for fresh-cut breadfruit)

□ Large wash basin for breadfruit **and** a separate handwashing station

□ Clean cutting area and spare knife (families should bring their knife)

Cleaning Supplies

□ Dish soap, hand soap and cleaning rags

□ Clean towels

□ Drying rack

□ Garbage container

Safety

□ First aid kit

□ Hair coverings or aprons (optional)

Business and Recordkeeping

□ Three binders (one for blank forms, one for active family records, and one for active and blank daily cash receipt ledgers)

□ Family record pages (double-sided) and alphabetical section tabs

□ Daily cash receipt ledger pages (double-sided)

□ Weekly summary pages

□ Monthly report pages

□ Maintenance log pages

□ Incident report pages

□ Quality camera or phone for photos

□ Pens (no pencils)

□ Calculator (optional)

Money Management

□ Lockable cash box

□ Transfer bag/envelope

NOTE: No cash count sheet or starting cash float is needed at this time

Storage

- □ Waterproof document box (unless you want to use photos for storage)
- □ Lock for storage room
- □ Tarp or dust cover

Maintenance Supplies

- □ Cleaning cloths
- □ Small flashlight
- □ Maintenance checklist, if needed

Optional

- □ Guest/visitor log (later down the road)
- □ Suggestion box
- □ Community bulletin board

This checklist helps the shredder site to operate like a small food-processing cooperative, reinforcing good habits in food safety, equipment care, customer service, bookkeeping, and financial accountability.

It also demonstrates to future funders that your project is being managed professionally and sustainably.



BUDGETING MODEL

Manager Wages (40%)

Pays the managers for operating the shredder, keeping records, cleaning equipment, and assisting users.

Maintenance and Repairs (20%)

Replaces the blades, lubricants, cleaning supplies, and saves for future repairs.

Savings / New Equipment (15%)

Builds a reserve to eventually replace the shredder or purchase additional equipment.

Operating Expenses (10%)

Purchases bags, buckets, record books, fuel or electricity, and other supplies.

Program Development (10%)

Supports training, additional breadfruit activities, or community-approved improvements, such as building a simple shelter, pouring a concrete floor, adding a work table, purchasing buckets or bowls, building a secure storage cabinet, installing lighting, starting a small tree nursery, purchasing additional shredders, or buying drying racks or tarps for processing fruit.

Emergency Reserve (5%)

Covers unexpected expenses, emergency needs, repairs, or periods when income is lower than expected.



Record Keeping Workflow

Register Each Household

(start a family record page - store in community binder)



Document Use of Shredder

(write information on family record and on daily cash receipt ledger)



Count and Reconcile Cash

(reconcile cash at the end of day - have two people verify numbers)

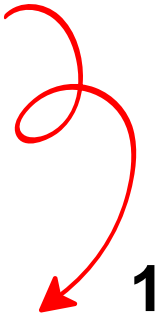


Submit Weekly Summary to Coordinator

(onsite shredder manager totals weekly information and gives summary and money to community coordinator)

At the end of each month

Community coordinator totals information from weekly summaries and submits report online.



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www.tobuildavillage.org/shredders



SHREDDER MANAGER RESPONSIBILITIES

Every time you use the shredder

- □ Clean the shredder after every use
- □ Dry all parts before putting it away
- □ Record every family who uses the shredder
- □ Record every payment received

At the end of each day

- □ Count and balance the cash on ledger
- □ Lock the money in a secure place or give it to the Community Coordinator
- □ Store the shredder indoors in a clean, dry, secure place

At the end of every week

- □ Inspect the shredder for signs of wear or damage
- □ Tighten any loose parts
- □ Deep clean the shredder and all accessories
- □ Restock any cleaning and recordkeeping supplies
- □ Discuss any problems or needed repairs with the Community Coordinator

STEWARDSHIP AGREEMENT

I agree to:

- □ Store the shredder indoors in a clean, dry, and secure location
- □ Clean and dry the shredder after every use
- □ Keep all parts together and in good working order
- □ Record every user and every payment received
- □ Transfer all collected fees according to community policy
- □ Report equipment problems immediately
- □ Manage the operation honestly and keep accurate records

Operating Rules

1. Keep children away from the shredder
2. Train all users to operate the shredder safely
3. Only use the shredder for peeled breadfruit
4. Never operate the machine without the guard and cover plate
5. Never force breadfruit pieces through the blades
6. Stop the shredder immediately if it becomes damaged

Signature: _____ Date: _____





BINDER 1 - BLANK FORMS

This binder contains all the blank forms used by the community. Make copies as needed. Always keep enough blank forms available.

Family Records (doubled-sided)

These page records who uses the shredder, how often they use it, and how much breadfruit is processed.

Weekly Summaries

This summary details the week's activities, including the number of families served, kilograms of breadfruit processed, money collected, maintenance performed, and any important notes or concerns.

Monthly Reports

This report brings together the weekly and monthly records to show the overall impact of the shredder in your community. It summarizes usage, production, finances, maintenance, and the number of families who benefited.

Other Blank Forms

Keep blank copies of other forms in this section, such as Maintenance Logs, Incident Reports, and any additional forms your community needs.

BINDER 2 - COMMUNITY RECORDS

This binder contains the community's active records. Keep these records organized, complete, and up to date.

Important Information (double-sided)

Keep this page at the very front of the binder. It identifies the shredder, the community, and the people responsible for managing it.

Family Records (doubled-sided)

Keep these pages in alphabetical order so they are easy to find and update. Record each family's shredder use on their page. When a page is full, start a new page for that family.

Maintenance Log

Record all inspections, maintenance, repairs, and replacement parts.
A well-maintained shredder will serve the community for many years.

Incident Log

Record any accidents, equipment damage, injuries, unusual events, or other important incidents. Include the date, a description of what happened, and the action taken.

BINDER 3 - FINANCIAL RECORDS

This binder is for all financial records. Today, you are using it to record money received from shredder use. In the future, you can also keep records of expenses, repairs, supplies, and other financial activities. Keeping all financial records together helps your community stay organized and manage funds wisely.

Daily Cash Receipt Ledgers (double-sided)

Record every payment received from shredder use. **At the end of each day, two people should count the money, review the ledger, and initial the form to confirm that the money collected matches the amount recorded.**

Place the current ledger and all money collected in the cash box or another secure location at the end of each day until they are given to the Community Coordinator.

Keep the current ledger on top so it is easy to find and use each day.

AN IDEA: You may want to offer a local measuring system such as baskets or sacks to help determine the weight of breadfruit before processed.

Conversion:

- **2.2 lbs = 1 kg**
- **220 lbs = 100 kg**
- **2,204 lbs = 1,000 kg or 1 metric ton**

IMPORTANT INFORMATION

Community Information

Community Name: _____

Department: _____

Arrondissement: _____

Commune: _____

Section Communale: _____

Shredder Information

Shredder Location: _____

Date Installed: _____

Equipment Name: **NEMCO Easy Slicer & Base Adj 1/16"-1/2" blade**

Equipment Model Number: **#55200ANB**

Equipment ID Number: _____

Community Leadership

Community Coordinator: _____ Phone: _____

Onsite Shredder Manager: _____ Phone: _____

Assistant Shredder Manager: _____ Phone: _____

_____

_____

_____

_____

User Fees

□ Per kilogram: _____ (HTG)

□ Per visit: _____ (HTG)

□ Other: _____ (HTG)

Hours of Operation

Sunday: closed to honor the Sabbath Day

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Emergency Contact

Name: _____ Phone: _____

Alternate Contact: _____ Phone: _____

To Build A Village Inc (EIN 92-1478873)

Contact: Beverly Beach, Co-Founder

WhatsApp: 208-339-3605

Email: partnering@tobuildavillage.com

Website: www.tobuildavillage.org

Social Media: @tobuildavillage

To Build A Village

MENTORING HAITIAN-LED LAND RESTORATION EFFORTS IN HAITI

Family Record

Community: _____ Shredder Location: _____

Registered Household Information

Full Name: _____

_____

Village/Section: _____

Phone (optional): _____

Main livelihood:

- □ Farmer
- □ Trader
- □ Laborer
- □ Other: _____

Number of people in household: _____

- Adults (age 18+): _____
- Youth (age 12-17): _____
- Children (age 0-11): _____

Do you own breadfruit trees?

□ Yes □ No

Number of breadfruit trees: _____

_____

Month	Date Used	Kilograms of Breadfruit	Product Making	Amount Paid (HTG)	Initials of User

Month	Date Used	Kilograms of Breadfruit	Product Making	Amount Paid (HTG)	Initials of User

Daily Cash Receipt Ledger

Date: _____

Community: _____

Write in ink only. No pencils.

	first and last name	total number in household			breadfruit weight	cash paid (HTG)	user initials	manager initials
		18+	12-17	0-11				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

	first and last name	total number in household			breadfruit weight	cash paid (HTG)	user initials	manager initials
		18+	12-17	0-11				
19								
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26								
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28								
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31								
32								
33								
34								
35								
	DAILY TOTALS				KG	HTG		

Onsite shredder manager responsible: _____

Total money received today (HTG): _____ **Initials:** _____ **Initials:** _____

Money given to community coordinator: **yes** **no** **Date money transferred:** _____

Coordinator signature: _____

Weekly Summary

(completed by onsite shredder manager)

From: _____ **To:** _____ **Year:** _____

Shredder ID: _____

Usage

Total number of visits: _____

Total number of families benefiting: ____

Estimated people benefiting:

Adults (age 18+) _____

Youth (age 12-17) _____

Children (age 0-11) _____

Total people benefiting: _____

Maintenance performed this week:

_____

_____

Problems or repairs needed:

_____

_____

Frequency of cleaning:

_____

Production

Total kilograms of breadfruit processed:

_____ kg

Number of processing days: _____

Important activities, successes, or challenges this week: (use back of page if needed)

_____

_____

_____

_____

Economic Impact

Average fee paid per visit (HTG): _____

Income collected (before wages and expenses) (HTG): _____

Completed by: _____ **Date:** _____



Monthly Report

(completed by community coordinator - submit report online)

Month: _____ **Year:** _____

Community: _____ **Shredder ID:** _____

Usage

Total number of visits: _____

Total number of families benefitting: ____

Estimated people benefiting:

Adults (age 18+) _____

Youth (age 12-17) _____

Children (age 0-11) _____

Total people benefitting: _____

Production

Total kilograms of breadfruit processed:

_____ kg

Number of processing days: _____

Maintenance performed this month:

_____

Problems or repairs needed:

_____

Frequency of cleaning:

_____

How did the shredder change your community this month?

What new opportunities did the shredder create this month?

Share a story of a family who has benefitted this month.

Economic Impact

Average fee paid per visit (HTG): _____

Income collected (before wages and expenses) (HTG): _____

Maintenance Log

Community: _____ Shredder ID: _____

Date	Time	Action	Manager Initials

Incident Log

Community: _____ Shredder ID: _____

Date	Time	What happened? Who was involved? What action was taken?	Manager Initials



OUR COMMUNITY PROMISE

We promise to:

- ✓ Care for this shredder
- ✓ Use it safely
- ✓ Keep good records
- ✓ Work together
- ✓ Help more families benefit

HOW TO USE YOUR SHREDDER

Step 1: Set Up

When you first remove the shredder from its box, wash it with warm water and mild soap, then dry it completely before using it. Place the shredder on a clean, stable, level table or countertop. Make sure it cannot move while being used.

Step 2: Weigh and Prepare The Breadfruit

Weigh the whole breadfruit and record the weight. Then wash, peel, and cut the breadfruit into pieces that fit easily into the feed trough.

Step 3: Load

Place breadfruit into the feed area behind the blade. Keep hands away from the blade at all times.

Step 4: Shred

Turn the handle smoothly and steadily. Do not force the handle. If the shredder becomes difficult to turn, stop and check for a blockage.

Step 5: Collect

Collect the shredded breadfruit in a clean bowl or container. When finished, clean and dry the shredder before storing it.


How to Use a Nemco Easy Slicer
Parts Town
NEMCO
USA
Watch on YouTube


Nemco Easy Slicer Disassembly & Reassembly Instructions
Parts Town
NEMCO
USA
Watch on YouTube

CLEAN AFTER EVERY USE

Cleaning the shredder immediately after use will help extend its life and keep food safe.

Remember, this unit is designed for easy operation and maintenance. It can be washed as an assembled unit by loosening the locking screw and moving the unit to a wash basin to clean.

Wash

Wash all parts thoroughly using warm water and soap.

DO NOT

✗ Do not use harsh chemicals or strong cleaners

✗ Do not use bleach

Dry

Allow all parts to dry completely before returning to storage. Never store the shredder wet.



NEMCO
FOOD EQUIPMENT

Operating and Maintenance Instructions

Important

- *To get the best operation and life from your machine, please read and comply with these instructions.*
- *Clean machine thoroughly before and after each use using cleaning instructions below.*
- *Minimize the use of alkaline cleaners as they may cause pitting and dulling of the finish.*

Safety Instructions

- *Remember the blades are VERY SHARP; be careful when handling and operating the machine to keep hands away from the blades.*
- *Never operate the machine without the GUARD and COVER PLATE in proper position.* ***Always push produce to the BLADES with the PUSHER PLATE. Never push produce with the hand.***

Preparation

- *Loosen screw in PUSH PLATE about 8 turns (or remove it completely)*
- *Install PUSH PLATE in the grooves in the TROUGH AND LEG ASSEMBLY.*
- *Place GUIDE under the head of the screw and tighten the screw.*
- *If unit fails to operate properly when first used call NEMCO customer service at 1-800-782-6761*

To Operate

- *Slide the EASY SLICER™ into the MOUNTING BASE, with the extension containing the LOCKING SCREW going in last. Tighten the LOCKING SCREW to secure the machine.*
- *If using the ADJUSTABLE SLICING UNIT, check slice thickness setting and adjust if necessary (see TO ADJUST).*
- *Pull PUSHER HANDLE and raise COVER PLATE and place produce into the TROUGH.*
- *Close COVER PLATE and gently push on PUSHER HANDLE KNOB while turning the HANDLE on the ROTARY CUTTING UNIT in a clockwise direction. Maintain uniform pressure on the PUSHER HANDLE.*

To Adjust

- *The ADJUSTABLE SLICING UNIT is easily adjusted by holding the HANDLE stationary and by turning the ADJUSTING SCREW at the end of the ADJUSTING SHAFT ASSEMBLY.*
- *The thickness of the slice is indicated by the alignment of the pin in the slot and the lines on the recessed portion of the MAIN SHAFT. These lines are 1/16" apart; so 2 lines = 2/16" or 1/8", 3 lines = 3/16", etc., up to ½".*

Operating Tips

- *For slice uniformity, turn the ROTARY SLICING UNITS slower as the slice width increases. This will help assure that the produce is fully advanced to the ADJUSTING PLATE before the next BLADE begins to cut.*
- *After placing produce in the TROUGH, turn the HANDLE about ¼ turn counter-clockwise before turning in the cutting direction. This will permit a "running start" as the blade makes its first cut. It will be easier and will provide more uniform slices.*
- *Do not apply heavy pressure on the PUSHER HANDLE. It is unnecessary and will not improve the slicing or shredding action.*
- *Do not force produce that is too large into the TROUGH. It will be difficult to push into the CUTTING BLADE and will result in poor uniformity of the cut.*
- *Keep the BLADES sharp.*

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To Clean

Minimize the use of alkaline cleansers to clean the machine. Such cleansers may cause pitting which could eventually impair cleaning and necessitate replacement of the machine. ***The EASY SLICER™ can be washed as an assembled unit by loosening the LOCKING SCREW and removing the UNIT to a sink or dishwasher.*** *The EASY SLICER™ was designed for easy disassembly for cleaning as follows:*

- *Turn SHAFT LOCK ASSEMBLY counter-clockwise to the stop and pull the ROTARY SLICING UNIT away from the TROUGH & LEG ASSEMBLY (this will slip out easily). BE CAREFUL OF THE SHARP BLADES!*
- *Lift the GUARD off the TROUGH AND LEG ASSEMBLY.*
- *Remove HINGE PIN and the COVER comes off.*
- *Turn the PUSH ROD counter-clockwise to unthread it from the PUSH PLATE. This permits removal of the PUSH ROD and the PUSH PLATE.*
- *Remove the LOCK PIN by pulling it to the left, and pull the SHAFT LOCK ASSEMBLY to remove it from the TROUGH & LEG ASSEMBLY.*
- *NOTE: Periodically clean the shaft lock bore with (47945) BRASS BRUSH provided with the EASY SLICER to prevent the lock from becoming difficult to turn.*

When desired, the unit can be further disassembled as follows:

- *Loosen the thumbscrew to remove the ADJUSTING PLATE ASSEMBLY.*
- *Remove the nut by turning it counter-clockwise, to remove the CARRIER AND BLADE ASSEMBLY.*
- *Remove the screws to remove BLADES. NOTE: Mark the SCREWS so they can be put back in the same position to maintain a smooth surface on the other side of the BLADE CARRIER.*
- *Remove the corresponding screw by turning counter-clockwise to remove the GUIDE, the LEG or the HANDLE.*

Wash with soap and water or mild detergent. Immediately after cleaning, reassemble by reversing the disassembly process described above. This will protect the blade and avoid the risk of losing any of the parts.

To Clean Shredder

Follow instructions TO CLEAN (above) except remove the SHAFT by turning counter-clockwise and remove the screws to remove the BLADE.

To Clean Fixed Cut Assembly

Follow instructions TO CLEAN (above) except remove the SHAFT by turning counter-clockwise and remove screws to remove BLADES. NOTE: *Mark the screws so they can be put back in the same position to maintain a smooth surface on the other side of the blade carrier.*

To Sharpen Slicer Blades

To prolong the sharpness of your BLADES, they can be honed as follows:

- *If the unit is adjustable, adjust to the maximum slice width (1/2").*
- *Remove the ROTARY SLICING UNIT from the TROUGH AND LEG ASSEMBLY.*
- *Use a fine honing stone (do not file) on the flat side of BLADE and, if needed, on the beveled side (be sure to maintain the original sharpening angles).*

Send your BLADES to NEMCO for sharpening when BLADES are too dull to restore by honing, or when the honing has altered original bevels.

To Remove Blades

SLICER BLADES: Remove the ROTARY SLICING UNIT from the machine as for cleaning and remove flat head screws to release BLADES. SHREDDER BLADES: Remove SHAFT and screws by turning counter-clockwise.

To Change Accessories

- *Turn SHAFT LOCK ASSEMBLY counter-clockwise to the stop and pull the ACCESSORIES from the TROUGH AND LEG ASSEMBLY. Install the alternate ACCESSORY and turn the SHAFT LOCK clockwise to the stop.*

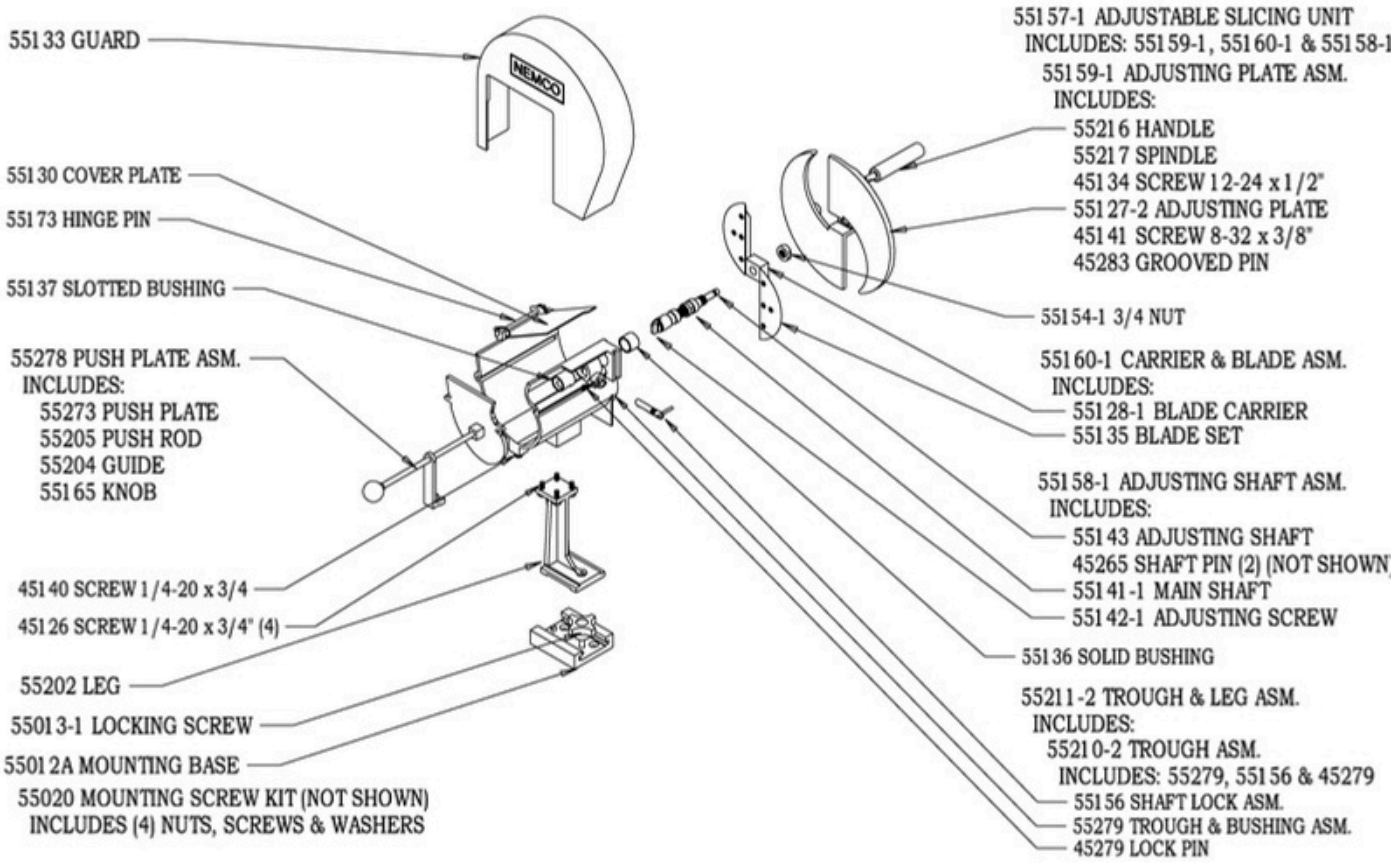
To Lubricate

Lubricate the following places with mineral oil or equivalent (do not use cooking oil – it becomes sticky):

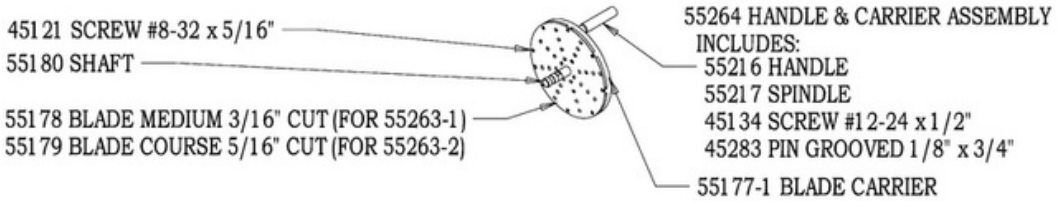
- *Arms on PUSH PLATE (Top & Bottom)*
- *Grooves in the TROUGH*
- *Plastic Bearings in the TROUGH*
- *Slots in the ADJUSTABLE SLICER SHAFT*

Frequency of lubrication will vary with the amount of use and cleaning methods. Lubricate when needed.

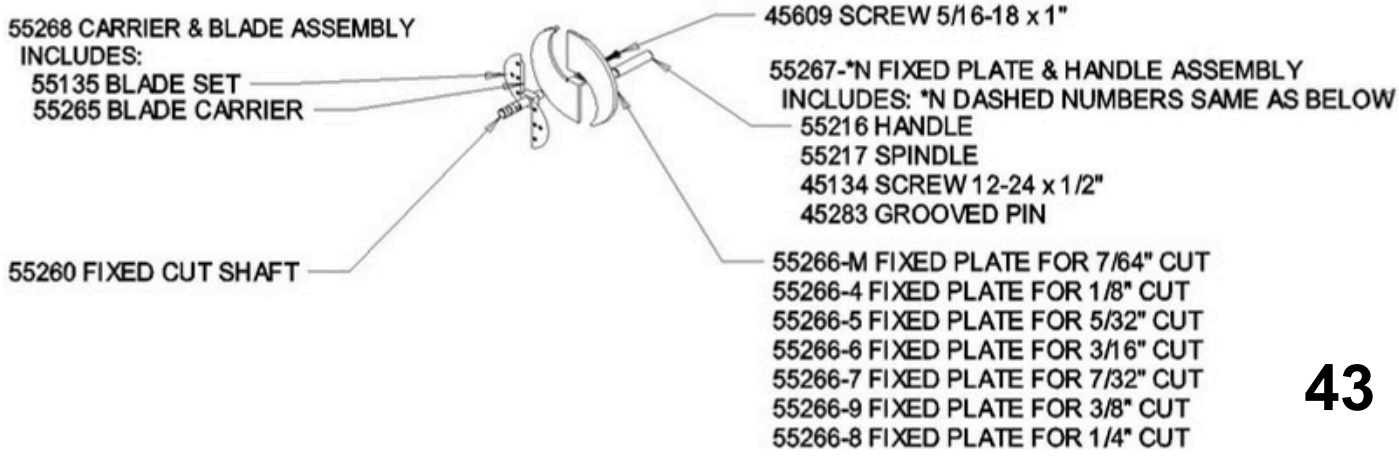
55200AN - [ ] EASY SLICER

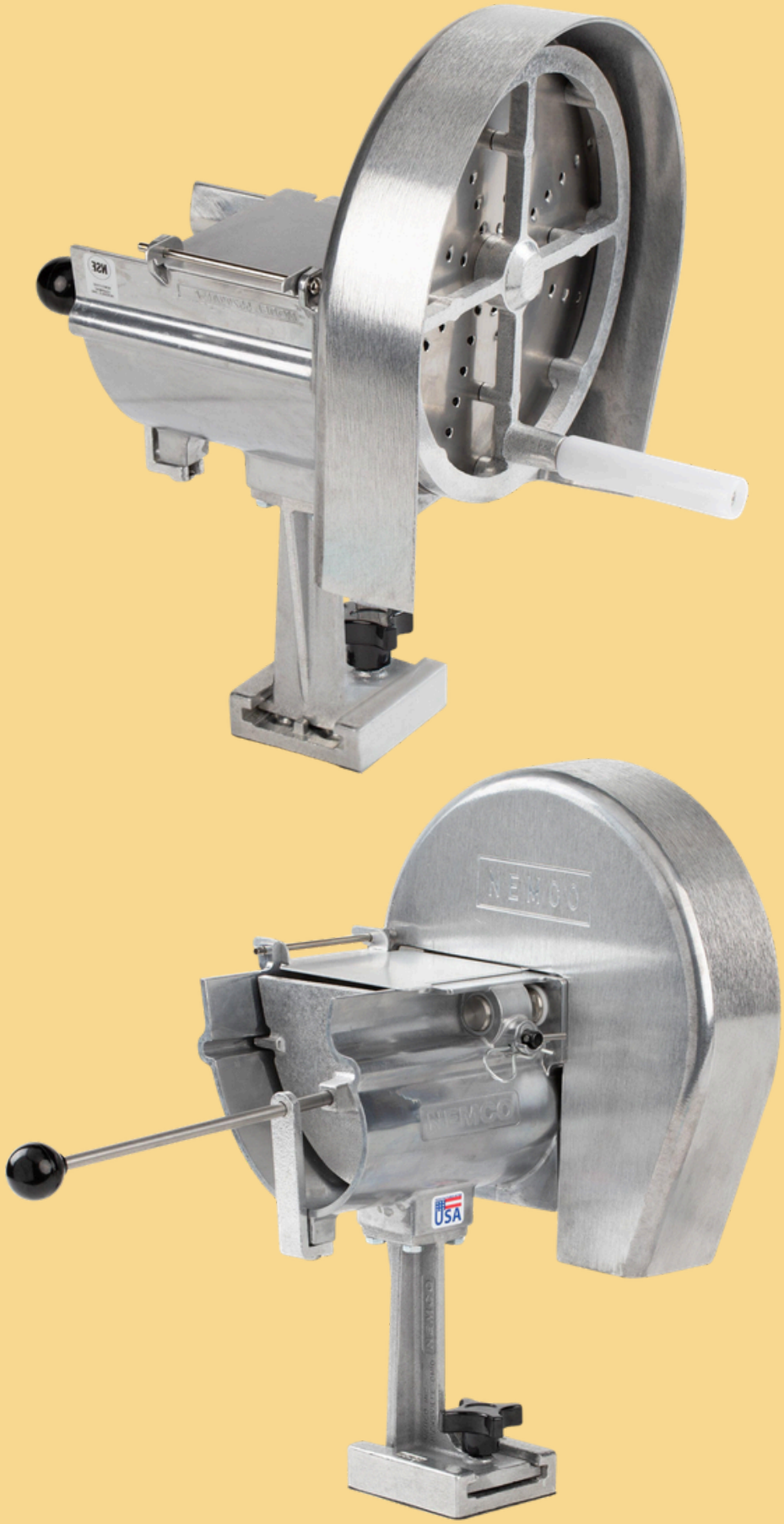


55263-* SHREDDER PLATE ASSEMBLY
(DASH NUMBER DETERMINED BY BLADE BELOW)



55261-*N ROTARY SLICING UNIT (FIXED CUT) MODELS
(DASH NUMBER DETERMINED BY FIXED PLATE BELOW)




NEMCO
NEMCO
USA

SHREDDER CARE

Lubricate When Needed

To keep the handle turning smoothly:

- Apply a small amount of food-grade mineral oil to moving parts when needed. Do not use cooking oil. Cooking oil becomes sticky and can damage the machine.
- Lubricate after deep cleaning or when the handle becomes difficult to turn.

Proper Storage and Care

Always store the breadfruit shredder indoors in a clean, dry, and secure location, protected from rain and moisture.

A well-maintained shredder is a valuable community resource that can serve families for many years. Good care protects your gift.

Daily Opening Checklist

- Machine inspected
- Machine clean and dry
- Scale working, if applicable
- Cash box balanced
- Forms available
- Water available for cleaning
- Supplies stocked

Daily Closing Checklist

- Machine cleaned
- Machine dried
- Cash counted
- Ledger completed
- Money secured or transferred
- Building locked
- Equipment covered





Why Regenerative Communities Matter

Regenerative communities are like a strong network, made up of many connected parts that support and strengthen each other.

Just like threads that make a fabric, they are weak on their own but become strong when woven together. A regenerative community thrives when people, the environment, and resources work in harmony.

Each thread - clean water, healthy soil, biodiversity, green jobs, local knowledge and strong relationships - helps create a resilient and lasting future for Haiti.

The im
REGENERA

1. They help the local market respond to the needs of the people.
2. They build and support a thriving, self-reliant region.
3. They encourage new ideas and smart solutions.
4. They expand economic opportunities for all.
5. They build political stability and trust within the community.
6. They bring people closer together and build strong relationships.
7. They stay strong and recover from challenges more quickly.

pact of

TIVE COMMUNITIES

11

They help families start their own businesses and create jobs.

They help their people to stand strong and make their own decisions.

12

They help money stay within the community and help everyone prosper.

10

9

They give people a stronger say in the decisions that affect them.

8

They show the world how to succeed and become role models for others.



ENDURING VISION

A strong land that feeds the children, sends them to school, and keeps the community prospering.








To Build A Village
MENTORING HAITIAN-LED LAND RESTORATION EFFORTS IN HAITI