



SOUTHEAST LINN COMMUNITY CENTER

Thank you for volunteering! We are so grateful for you sharing your time and talents with us. Here is some basic information for your volunteer role.

- If you are ill, please do not come in for a shift. Let us know as soon as possible so we can schedule a substitute.
- We strive for a positive experience for all volunteers & clients. If you have any questions or concerns please don't hesitate to let us know.

Food Pantry Delivery (Tuesdays AM/PM & Thursday PM)

- Arrive and park near the front side alleyway door. This door is always locked. You may need to knock, or you can come in the front door to let us know you are here. We try to keep an eye out, but can get busy and not see you arrive.
- A delivery route sheet will be provided. It will include name, address, phone number, and any cold/frozen items selected for each pantry order needing delivery. The route sheet is broken into Lisbon and Mount Vernon sections.
- Orders will be ready to load; they will be in order on the back shelf according to the route sheet.
- Delivery drivers can decide how they want to load their vehicle based on their planned delivery route. It's personal preference, and everyone does it a little differently.
- When able, the add in frozen/cold items will already be included in each pantry order. Otherwise, a box or crate will be included with the items needed - use the route sheet to know who gets what at each delivery address.
- If there is no answer at the door when you deliver, try calling the client. If there is no answer again, feel free to bring the pantry order back to SELCC. Clients understand that if they don't answer their doors or phones, we will not leave food. There are some exceptions, and those will be noted on the route sheet.
- If you have any questions/concerns, please call us, our number is also on each route sheet.