



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 Restock - Thursday mornings

- Please arrive at the start time listed for your shift. Staff will let you know of any specific instructions for the day.
- Typically you will be helping to restock the pantry. Please check the main pantry room first for additional items, before pulling from the stock room. Please do not change the location of items in the main pantry room.
- When the delivery truck arrives, please help to unload. Stack items in the hallway, putting like items together whenever possible.
- A staff member will record inventory. Then the items can be put in the pantry or stock room. If you are unsure where to place something just check with a staff member. If you open the last box or flat of an item, please let a staff member know.
- Please do not place heavy items on top shelves.
- If you complete the restocking and have time remaining in your shift, please check with staff for additional tasks.