



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 Packing - Mondays

- We will have a pile of food pantry pre-order sheets ready to be packed.
- For each order, you will fill plastic bags with the selected items. Write the client's last name on each bag. Then pull off the half sheet & staple it (2x) to one of the bags. On the half sheet, write the total number of bags for the client.
- When bagging orders - please double bag & do not overfill bags. Many of our clients are elderly and cannot lift a heavy bag. Do not tie or staple bags together.
- Place household items in a separate bag when possible.
- Items listed on the half sheet will be added to the order when the client picks up. Please do not add these items when packing pre-orders.
- If you cannot find an item or are unsure which item it is, please ask a staff member. Do not substitute for missing items.
- Place the packed order & order sheet in the appropriate place in the main room - cart or shelf, depending on whether it is a pick-up order or delivery.
- If we have walk-in clients while you are here, we may ask you to fill those orders as well. For walk-ins, you do not need to label the bags or staple the sheet, but you do add the cold/frozen items since they are taking the order at that time.
- If there is additional time in your shift after all orders are packed, check with staff to see if there are other tasks to complete, such as re-stocking the pantry.
- If you use the last of an item, or open the last box or case, please let a staff member know.