



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 & neighbors. If you have any questions or concerns, please don't hesitate to let us know.

## Food Pantry - Unload Order/Restock Pantry

- Typically you will be helping to unload the HACAP order and restock the pantry. While waiting for the HACAP order to arrive, please check the "to-do" list on the pantry bulletin board and/or get instructions from staff on tasks to be completed/restocking.
- When the delivery truck arrives, take carts outside (including two-wheeler if needed), load with items, and bring inside. Stack items in the hallway or wherever directed, putting like items together whenever possible.
- Once inventory of the order is recorded, the items can be put in the pantry or stock room in their designated spot. If you are unsure where to place something, check with a staff member.
- 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.