

Family Welfare Department
Volunteer Job Training
CLOTHING AND HOUSEHOLD GOODS

Donation Procedure

The following items are to be put in the reception area:

Diapers, toiletries, makeup and valuable items, please do not leave in hallways, or outside.

CLOTHING SEPARATION PROCEDURE

Put all donations in blue barrels and leave in reception area.

Household items should be put in boxes and marked Cottage. Examine every item of clothing if it is clean and new, (fold) and put in black bag and back into the blue barrels to be taken to the Cottage (Thrift store).

Clothing that is old, dirty, unusable, ripped or un-saleable is to be put in Salvation Army bags and taken and put into the yellow hitch outside in front of the white double doors. These donations will be distributed among other agencies that feed and clothe others that are either homeless or in need of free clothing. (We no longer give most of the donations to the Salvation Army).

When the cottage is open Tuesday, Wednesday, and Thursday, 10:00 a.m. – 2:00 p.m. Please ask the ladies if they need any assistance with taking the bags over to the hitch for distribution.

BOOKS AND MAGAZINES

Examine and discard old ragged books and magazines. Place good books in book shelf, organize book shelf and dust. **Families can take as many books as they want.**

FRESH FRUIT AND VEGETABLES

Monday morning, you will find vegetables and fruit stacked by the back door. These boxes need to be emptied and stacked underneath the table to dry.

Joe the delivery guy will return at 1:00 p.m. to pick up empty boxes. Find clean boxes in the pantry, pick out only fresh product, and discard any extra ripe or rotten product. Sweep up any veggies or fruit that have fallen on the grown spray with faucet if necessary.

DURING IDLE TIME

- Sweep and mop pantry
- Stock shelves
- Empty garbage cans
- Sort toiletries
- Break down extra boxes and throw away in dumpster
- Fill grocery bags for distribution
- Dust reception area