

FAMILY WELFARE DEPARTMENT
Volunteer Job Training
Pantry Stock Rotation

Monday, Thursday, and Friday: Fresh bread and pastries will be delivered by Gus in the morning. Volunteers will unload the product in blue barrels, and proceed to put them in the freezer. The pastries should be given out the first day. Sandwiches are delivered from the church every Tuesday. These are to be distributed to everyone that comes in to receive food. Now that we have a refrigerator, fresh produce that arrives on Mondays is to be stored for only 2-3 days.

Remove frozen bread from freezer and bag it to be given to clients the same day. Place one of each kind of bread in a plastic grocery bag; sliced, Kaiser Rolls, garlic bread, muffins, bagels, etc. Make up to 10 bags, to be distributed the same day, never leave the pantry without being stocked and ready for the next day.

DO NOT FREEZE BREAD that comes wrapped in the brown paper. It must be given away the same day it comes in. When the food pantry closes, make sure to put leftover, (paper wrapped) bread in black bags. This will keep it fresh for 2 more days. The fresh bread is to be put in the freezer, for next day's distribution. Put 5 bagels or rolls in gallon size Ziploc bags. Always wear the plastic gloves when separating bread or meat. Extra bread can be given to Childcare and TLC parents.

All food donations should be examined and put on the appropriate shelves. If product is opened, rusty, dented, inflated or expiration date has passed, please discard them immediately.

Throughout the day, churches, companies or individuals will drop off donations of food and/or clothing. **Volunteers** are requested to assist whatever they are doing and offer to help unload their vehicle and offer the blue barrel, which makes it easier to unload.

Volunteers are to notify Pam or Janet, so that the donator can receive upon a request a donation slip to fill out and complete. This will ensure that the appropriate thank you letters will be sent to them.

When client comes in, direct them to see Janet or Pam. This procedure is to make sure their files are updated. They will receive a stamped paper (Toberman stamp) with a number. If paper reads 1 or 1N, choose bag from the single section. N means no cooking facilities or homeless with no cooking available. The No. 2, 3, 4 indicates amount of people living in household. They receive from the family section (bigger quantities). The No. 5 or more also receives from the family section plus an additional bag of larger items, 5 lbs. flour, jumbo peanut butter, 48 oz. cooking oil and a bag of bread consisting of 3-4 loaves.