



# Food for Families Volunteer Responsibility Form Set Up Procedures

## When you arrive:

- Cell phones are not available for use on site as they are often distracting
- Health codes do not allow food and drink at pantry locations so please do not bring it
- Wear Food for Families apron to ensure people know you are a volunteer
- When signing up for a distribution, please keep in mind that you are signing up to volunteer from 12:30 pm to 3:30 pm
- There are no restrooms on site as the school is usually closed and Food for Families operates outside
- Food for Families operates rain or shine. Please dress appropriately for the weather, this includes: hats, gloves, rain boots, rain jackets. Dressing in layers is helpful if you get hot while working
- When you arrive, please leave all personal belongings at home or in your car. Unfortunately, there is not extra space to store backpacks, purses, etc.

## Volunteer Responsibilities:

- Set tables and tent outside of bus (found under the bus)
- A few people need to set up ramp coming down from the back of the bus
- If food is not already on bus, put food on bus
- If food is on bus, begin putting food in the correct places
- Food is set up in groups in the following order
  - Perishables
    - Perishable items include fresh fruits and vegetables (produce)
  - Nonperishables
    - Nonperishable items include boxed and canned foods, juices, flour, shelf stable milk
  - Cold foods
    - Items in coolers and fridge/freezers: milk, yogurt, frozen vegetables, meats
  - Bread items
  - Eggs
- Please speak with an employee about location of food items
- Signs need to be made with the amount of food each family can receive
  - Dry erase signs are already made, you just have to write the food item and the amount each family uses
    - USE DRY ERASE MARKERS
- Assemble and set up ramp