

Faith United Methodist Church Food Pantry Volunteer Duties

Thank you for volunteering for the Faith UMC Food Pantry. Your service is greatly appreciated by the congregation, the Missions Committee members and most importantly by the community that the Food Pantry serves. Following is list of the duties of volunteers. If you have any questions or problems, see the office administrator on duty for help.

Hours:

- Monday, Wednesday and Friday mornings from 9 a.m. to 12 noon.

When you arrive:

- Report to the office and tell the administrator on duty that you are there for the Food Pantry and put the sign out near the door. The sign is in the outer office.
- Locate the key to the Food Pantry room. It's the green key in the key box in the front office. The administrator can show you where that is if necessary.
- Go to the Food Pantry (Room 7) and count the bags currently in the cabinets. There should be at least 20 bags when you start.
- Have a seat on one of the chairs or couch by the fireplace in the lobby to await visitors.

When someone arrives for food:

- First time visitors are not always certain they are in the right place so if anyone comes in looking somewhat lost, approach them and say "Can I help you?"
- If they say they are looking for the Food Pantry, say something like "Welcome to the Faith United Methodist Emergency Food Pantry". Keep conversation on lay terms.
- Ask them to wait while you retrieve the Food Pantry room key then lead them to the Food Pantry room.
- Ask them to write the date, their name and address and the number of people in their family on the forms in the cabinet next to the door.
- Give 1 bag if 1-3 family members, 2 bags if 4 or more family members. There is a 2 bag maximum per family.
- Give the visitor a Together We Cope pamphlet and a list of other pantry's in the area. These are in the cabinet with the visitor sign-in list.
- Offer to help carry bag(s) to their car if it looks like they would need help.
- Return the key to the key box.

When you are finished with your shift:

- Go to the Food Pantry room and count the bags. If there are less than 20 bags, please call the Missions Committee Coordinator and mention that more bags are needed. The Coordinator's name and phone number is on the Missions bulletin board or see the office administrator for the coordinator's name and number.
- Move the magnet on the cabinets to the first cabinet with bags. This will cause oldest bags to be given out first.
- Make certain the Food Pantry room is locked and the light is off.
- Tell the office administrator that you are leaving and put the sign back in the outer office.