

GROCERY DISTRIBUTION VOLUNTEER DUTIES AND CHECKLIST

Parking Lot Attendant

1. Obtain laminated #'s from Registrar
2. Hand out laminated #'s to arriving guests until capacity reached (usually 40)
3. When capacity reached, advise guests of next distribution date.
4. At end of shift return orange cones with signage to entryway of Adult Wing.

NOTE: If a guest cannot line up (e.g., disability), give them a #, advise them Registrar will come to them, and alert Registrar of guest location and #.

Registrar

SEE SEPARATE LIST FOR PRE & POST DISTRIBUTION TASKS

1. Start handing out laminated #'s at 4:45 PM on Mondays and 8:45 AM on Fridays
2. Start registering guests at 5:15 PM on Mondays and 9:15 AM on Fridays
3. Check id and eligibility before logging guest name and household number.
 - a. If not eligible, advise guest of date they may return
4. Give guest gift card of choice (\$10 Giant, Aldi or Shell)
5. Assist order taker by keeping tally of available perishables

Order Taker – volunteer works side by side with registration

1. After eligibility has been determined complete order form with guest

NOTES: If guest is not eligible, enter eligibility date on order form and give to guest

Helpful to have a master of the order forms for guest's view, crossing through out of stock items

2. Give completed order forms to Runner

Runner

1. Take order forms to the order packers
2. Place laminated # associated with order on distribution table
3. Assist with other tasks as needed (e.g., monitoring extras table, distribution)

Order Packers

1. Packer 1 (Perishables)
 - a. Fulfill perishables order from designated refrigerator/freezer
 - b. Assign guest's order # to bag (numbered stickers provided) and place bag and order form on distribution table by associated laminated #
 - c. At end of the shift:
 - i. Wipe down metal table with disinfectant
 - ii. Inventory any remaining perishables and log on perishables list
2. Packer 2 (Diapers/Feminine Products)
 - a. Fulfill diaper/feminine order from designated shelves
 - b. Assign guest # to bag/pkg (stickers provided) and place bag and order form on distribution table by associated laminated #
 - c. At end of shift inventory the remaining diaper and feminine products and note on log provided

Distributor

1. Retrieve orders from distribution table confirming with the two order forms that have all components
2. While retrieving the guest's laminated #, give the guest their order form (one with their return date) and order and advise them when they are eligible to return.
3. Assist them as needed with grocery delivery (wagons are available for them or you to take groceries to car)

	Preparation for Distribution	Who	Monday Distribution	Friday Distribution
	Set up orange cones marking food distribution location	Currently Debbie or Carolyn	Sunday after church or Monday morning	Thursday night
	Return orange cones and chairs (if they are outside) to Adult Wing entryway	Parking Lot Attendant	After distribution	After distribution
1	If necessary, pull chair rack outside for guests to seat themselves in advance of opening registration room	Registrar		
1	Pull two shelving units out with the 40 bags of groceries for distribution, as well as, cart with walker bags	Registrar		
2	Set up one or two order tables in hallway – place laminated number holder on one of the tables	Registrar		
3	Set up wagons in hallway for order distributor (located on bottom shelves of grocery bag shelving)	Registrar		
4	Put out volunteer name badges	Registrar		
5	Bring the following to the registration room: -Extras cart -Snack bags -Water cooler -Card table for registration/order taking	Registrar		
6	At end of shift return all items back to their original location NOTE: Grocery shelving should be returned to food closet after diapers and feminine products have been restocked.	Registrar with assistance of other volunteers		
7	Confirm counts on diapers/feminine products and remaining perishables	Registrar		
8	Restock diapers & feminine products. NOTE: With exception of newborn diapers the current restock level for diapers is currently 8 for sizes 1-3, 16 for sizes 4-5, and 24 for size 6. The current restock level for feminine products is minimum of 24 each of regular, overnight and maxi. Be sure to note the starting count for feminine products.	Registrar		
9	If Carolyn or Debbie are not on site at end of shift leave all paperwork for them to retrieve on metal table.	Registrar		
10	Verify all outside doors and pantry are locked	Registrar		
11	Prep perishable inventory for next shift	Carolyn and/or Debbie		