

Job Assignment: Greeter and Walk Up Station

(1-2 teammates)

Objective 1:- To greet participants and direct traffic by guiding guests to either to the walk-up station, if on foot, or to the drive up, if in their car.

Objective 2: To serve participants with no transportation by providing food, diapers, hygiene bags, and resources including rental assistance as needed.

Tasks

Briefing (8:30-8:45)- All volunteers and meet in the Food Pantry at 8:30 to review game plan for the day including: Introductions, Job assignments and Responsibilities for each team, Parking

Set up (8:45-9:00) – Support the walk up service in getting the drive through set up:

- **Primary Responsibilities:** Set up walk up station (Front of Building).
 - ☐ Table (suite 107)
 - ☐ Tablecloth (suite 107)
 - ☐ Half sheets (Suite 112/Food Pantry)
 - ☐ Diapers (Suite 112/ Food Pantry)
 - ☐ Tent (suite 107)
 - ☐ Traffic Cones (suite 107)
 - ☐ Set up directional Signs to move traffic in one direction (suite 107)
 - ☐ Ensure we have 10 food boxes, with fresh food, bread, and hygiene bags ready. (Suite 112/ Food Pantry)
 - ☐ Walky-talky's (Suite 108)
- **Secondary Responsibilities:** Support set-up in the back of the building

Pre-service (9:00-10:00) – Greet early guests and ask them to park in the first 15 parking spots in order.

Service (10:00 – 11:45) – Provide traffic coordination by guiding participants to the drive through, or the walk-up station. Greet and serve participants that walk up.

- Fill out half sheet for each walk-up guest and provide them with requested items.
- Place Half sheets in a safe place to be returned at end of shift
- Accept any returning rental assistance applications
- Communicate with the staff inside about addition supplies and/or restocking needs

Closing and Wrap-up (11:45-12:00) : Take lead in Closing Drive through for the day.

- At 11:45 ask the distribution team how many more participants can be serviced based on the remaining boxes.
 - Inform guests that are beyond the service limit, and they are welcome to return the next day for food.
 - Provide guests a list of additional food pantries that are serving families in the area.
- Remove the “Food Pantry Open” Sign and inform any addition guests about our closure for the day.

Wrap-up: Primary Responsibilities: put away and clean up walk up station (Front of Building),

- ☐ Table (suite 107)
- ☐ Tablecloth (suite 107)
- ☐ Half sheets
- ☐ Diapers
- ☐ Tent (suite 107)Traffic Cones (suite 107)
- ☐ Directional Signs to move traffic in one direction (suite 107)
- ☐ Walky-talky's (Suite 108)

Job Assignment: Check In and Paperwork

(2 teammates)

Objective – To serve guests by making a record of their visit and providing resource sheets, and rental assistance application as needed.

Tasks:

Briefing (8:30-8:45)- All volunteers and meet in the Food Pantry at 8:30 to review game plan for the day including: Introductions, Job assignments and Responsibilities for each team, Parking

Set Up (8:45-10:00)

- **Primary Responsibilities** include: Take lead in setting up a check-in station
 - Set up a Canopy at east back corner of the building (Suite 107)
 - Include 2 clipboards with half sheets (Suite 112/Food Pantry)
 - Include resources, & Housing Stability applications (Suite 112/Food Pantry)
 - Make any additional copies of half sheet, application & resources as needed (Suite 104)
 - 1-2 Chairs (Suite 107 conference area)
 - 1-2 Safety Vests
- **Secondary Responsibilities** include, support others in getting the drive-through set up (front and back of building)
 - ☐ Chairs (suite 107)
 - ☐ Tablecloth (suite 107)
 - ☐ Half sheets (Suite 112/Food Pantry)
 - ☐ Diapers (Suite 112/ Food Pantry)
 - ☐ Tent (suite 107)
 - ☐ Traffic Cones (suite 107)
 - ☐ Set up directional Signs to move traffic in one direction (suite 107)
 - ☐ Ensure we have 10 food boxes, with fresh food, bread, and hygiene bags ready. (Suite 112/ Food Pantry)
 - Walky-talky's (Suite 108)

Service (10:00-11:45) –

- Approach cars in the line and fill out the half sheet. Placing completed sheet on the car windshield
- Provide any addition resources as requested, including Housing Stability applications.
 - Inform families applying for Housing Stability that they can return the application any time between 10-12, Monday – Saturday.
- Guide participants one at a time in the direction of distribution.

Closing and Wrap-up (11:45-12:15)

- **Primary Responsibilities** include: Take lead in tearing down and putting away all check-in station items.
 - Put away table at the front of the line (Suite 107)
 - Including 2 clipboards with half sheets (Suite 112/Food Pantry)
 - Including resources, & Housing Stability applications (Suite 112/Food Pantry)
- **Secondary responsibilities:** support others in putting away and cleaning up walk up stations.
 - ☐ Table (suite 107)
 - ☐ Tablecloth (suite 107)
 - ☐ Half sheets
 - ☐ Diapers
 - ☐ Tent (suite 107)
 - ☐ Traffic Cones (suite 107)
 - ☐ Walky-talky's (Suite 108)

Job Assignment- Food Distribution

(2-3 teammates)

Objective – To supply families with a box of food, a bag of prepared/frozen/fresh food, hygiene bags.

Tasks:

Briefing (8:30-8:45)– All volunteers and meet in the Food Pantry at 8:30 to review game plan for the day including: Introductions, Job assignments and Responsibilities for each team, Parking

Set up (8:45-10:00) – Take lead in getting the drive-through distribution station set up:

- **Primary Responsibilities:** Ensure that the following are set up and ready to go.

- | | |
|--|--|
| <input type="checkbox"/> Tables (suite 107) | <input type="checkbox"/> Diaper Bins (Food pantry) |
| <input type="checkbox"/> Tent (suite 107) | <input type="checkbox"/> Hygiene bags (Food pantry) |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Box for Half sheets (Suite 112/Food Pantry) |
| <input type="checkbox"/> Food boxes (Food pantry) | <input type="checkbox"/> Coolers (if needed suite 108) |
| <input type="checkbox"/> Fresh Food bags (Food pantry) | <input type="checkbox"/> Walky-talky's (Suite 108) |
| <input type="checkbox"/> Bread (Food pantry) | |

Service (10:00-12:00)

- As cars approach, remove the half sheet from the windshield and provide the participant with the items marked
- Place items directly into the trunk of the car.
- Place Half sheets in the collection box.
- Communicate frequently with the staff inside about addition supplies and restocking needs
- At 11:45 touch base with Greeters to let them know how many more participants can be serviced based on the # of remaining boxes.

Closing and Wrap-up (12:00-12:15): Take lead in tearing down and putting away all drive-through distribution station items.

- **Primary Responsibilities:** Ensure that the following are relocated, cleaned, and put away in the appropriate places.

- | | |
|--|---|
| <input type="checkbox"/> Tables (suite 107) | <input type="checkbox"/> Diaper Bins (Food pantry) |
| <input type="checkbox"/> Tent (suite 107) | <input type="checkbox"/> Hygiene bags (Food pantry) |
| <input type="checkbox"/> Gloves (Food Pantry) | <input type="checkbox"/> Box for Half sheets (Joy Concepcion) |
| <input type="checkbox"/> Food boxes (Food pantry) | <input type="checkbox"/> Coolers (if needed suite 108) |
| <input type="checkbox"/> Fresh Food bags (Food pantry) | <input type="checkbox"/> Walky-talky's (Suite 108) |
| <input type="checkbox"/> Bread (Food pantry) | |

Job Assignment- Indoor Stocking/Resupply

(2 teammates)

Objective- To support food distribution team by resupplying and preparing boxes for the following day.

Tasks:

Briefing (8:30-8:45)- All volunteers and meet in the Food Pantry at 8:30 to review game plan for the day including:

Introductions, Job assignments and Responsibilities for each team, Parking

Set up (8:45-10:00) –

- **Primary Responsibilities:** Support the set-up of the stations: Walk Up, check-in, distribution
 - **Secondary Responsibilities:** Support the set-up of the distribution station and walk up station with food box, bag of prepared food, bread, diapers, and hygiene products.
- | | |
|--|---|
| <input type="checkbox"/> Table (suite 107) | <input type="checkbox"/> Set up directional Signs to move traffic in one direction (suite 107) |
| <input type="checkbox"/> Tent (Suite 107) | <input type="checkbox"/> Ensure we have 10 food boxes, with fresh food, bread, and hygiene bags ready. (Suite 112/ Food Pantry) |
| <input type="checkbox"/> Tablecloth (suite 107) | <input type="checkbox"/> Walky-talky's (Suite 108) |
| <input type="checkbox"/> Half sheets (Suite 112/Food Pantry) | |
| <input type="checkbox"/> Diapers (Suite 112/ Food Pantry) | |
| <input type="checkbox"/> Traffic Cones (suite 107) | |

Service (10:00-12:00)

- Primary Responsibility
 - Put away any food rescue donations
 - Support food distribution by resupplying boxes and bag as needed.
 - Create additional prepared food bags as needed.
- Secondary Responsibility (11:00)
 - Create bags of prepared food for the following days services.
 - Clean work area and dispose of recycling and garbage.

Closing and Wrap-up (11:45-12:15): Support team in putting away all the supplies for the day.

- **Primary Responsibilities:** Make sure that the food pantry is clean, sanitized, and organized.
 - **Secondary Responsibilities:** Ensure the following are relocated, sanitized, and put away in the appropriate places.
- | |
|---|
| <input type="checkbox"/> Table (suite 107) |
| <input type="checkbox"/> Tent (Suite 107) |
| <input type="checkbox"/> Tablecloth (suite 107) |
| <input type="checkbox"/> Half sheets (Joy Concepcion) |
| <input type="checkbox"/> Diapers (Suite 112/ Food Pantry) |
| <input type="checkbox"/> Traffic Cones (suite 107) |
| <input type="checkbox"/> Put away Traffic Signs (suite 107) |
| <input type="checkbox"/> Walky-talky's (Suite 108) |