



## Pop-Up Pantry Training

Thank you for your willingness to volunteer to be part of Heart to Heart's Pop-Up Pantry team! Please review the training information detailed below prior to your first time volunteering for this initiative.

### Overview

With food insecurity continuing to grow exponentially in Central Ohio, Heart to Heart is expanding its mission by reaching out to serve clients directly in their local communities in addition to continuing to provide the current drive through service at First Community South.

"Pop-Up" pantry sites will be established working in partnership with established community agencies, such as subsidized housing complexes, senior centers, neighborhood community centers and other community agencies, to deliver our pre-packaged food to clients within their local community.

### Volunteer Activities

- The Pop-Up Pantry will operate once a week on Wednesdays serving an estimated 25-30 families.
- Volunteers will use Sign-up Genius to volunteer for the Pop-Up Pantry. The sign-up times, name of the agency, site location and any site-specific instructions will be noted on Sign-up Genius.
- On your scheduled date, volunteers will meet at the First Community South pantry location to complete bagging of food and loading into Church van. Volunteers will then proceed to the Pop-Up Pantry site location to distribute pre-packaged food to clients by loading directly into their cars or at a pre-arranged distribution point agreed upon with the agency.
- The bagging process will follow the same process currently established for the pre-packaging of food for the drive through service. You will receive hands-on instruction for bagging when you arrive at First Community South.



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- Generally, a 3 to 4-hour time commitment will be required of each volunteer.
- One volunteer will complete registration of clients and the Heart to Heart tracking form while on-site at the Pop-Up Pantry location.
- The Church van waiver form will be completed for all volunteers driving the van.
- No more than 3 volunteers will be scheduled for the Pop-Up Pantry on any given week. Additionally, a weekly volunteer coordinator will be designated on Sign-up Genius and will serve as the Team Lead on the scheduled activity date.
- No more than 2-3 volunteers will work in the First Community South pantry building at any one time to maintain adequate social distancing and indoor environmental management.
- Volunteers must wear a face covering at all times. Disposable gloves and hand sanitizer will be provided.
- Maintaining social distancing of 6 feet or more is expected of all volunteers during this activity.
- All volunteers must adhere to Heart to Heart and First Community COVID-19 guidelines published on the First Community website. These guidelines may change based on federal, state, and local requirements.

Thank you for your willingness to assist in furthering the mission of Heart to Heart and First Community in serving others as God calls us to do and in meeting the needs of our local community during this time of a serious and widespread pandemic, unemployment and increased food insecurity.

Please contact Melody Smiley at [msmiley2@columbus.rr.com](mailto:msmiley2@columbus.rr.com) or Janice Rook [@rookj@ameritech.net](mailto:@rookj@ameritech.net) with any questions.