

Wellesley Food Pantry

WSL Member Responsibilities

General Information

- The Food Pantry is located at 207 Washington Street at the Wellesley Hills Congregational Church. Entrance is on the right hand side of the building (near the Pre-School drop-off). The Food Pantry is located downstairs in the Chapel building.
- **Monday Shifts** - Park your car along the sidewalk by Pantry and unload the groceries. Then move your car to a parking spot before beginning your duties at the Pantry.
- **Tuesday Shifts** – due to Pre-School drop off occurring at the same time, please park on the opposite side (Washington Street entrance driveway) and proceed to the Food Pantry through the downstairs auditorium. Get a rolling cart and bring that back to your car to deliver the bread deliveries to the Pantry.
- When collecting items at Roche Brothers, please do not hesitate to ask their staff for assistance with loading if any items are too heavy or cumbersome for you to manage!
- Please always take a stack of brown paper bags from the checkout stand with you to the Pantry with the food items. The Food Pantry uses these bags to pack for home deliveries and for client use.
- Phone number to the Food Pantry is 781-235-1188. Pam Conover, Laura Brown MacKinnon, Jane Tisdale and Cynthia Scott are the Food Pantry contacts.
 - *At least one of these ladies will be there at all shifts should you have a question or require assistance while picking up items at Roche Brothers or out making deliveries to clients.*
- If you have a WSL staffing question or issue, please call Jennifer Noble at 781-237-9496 or 508-341-6066 (cell).
- Shift responsibilities are described in detail on the following pages. Please familiarize yourself with these duties prior to your shift and note that there have been several changes from previous year.
- Thank you for volunteering to help with the Food Pantry ☺

MONDAY DUTIES 9:00 – 11:00 AM

Food Collection (Bin and Frozen) and Sorting/Shelving

- Meet at Roche Bros at 9 a.m. at the food pantry donation bin in the front of the store. Collect all items from the bin and load in your cars.
- **NEW THIS YEAR** - Proceed to the customer service desk and ask to page the Store Manager (Maggie) to see if they have any frozen items for the Food Pantry. If so, load them up with the other items for delivery to Pantry.
- Bring all food donations to the sorting area in the hallway outside the food pantry.
- Begin to sort donations, check expiration dates and stock items.
- Food Pantry volunteers will advise of the sorting and shelving procedures. Each item will be checked for expiration dates and then shelved accordingly – please bring glasses if required.
- In addition, you may be asked to perform various tasks as requested.

TUESDAY DUTIES 8:15 – 10:15 AM

Bread Collection, Client Calls and Deliveries

- Meet at Roche Bros at 8:15 by the donation bin at the front of the store. Roche Bros will have all the bread and pastries in large garbage bags in grocery carts.
- If the bread has not been brought to the front, please check in the bakery area.
- Load the bread into your car for delivery to the Food Pantry.
- Occasionally, you will be requested to pick up a new supply of clear bakery bags on a roll. The bakery bags (clear plastic) will be used to bag up loose bread and rolls once you are at the food pantry. You will be notified in advance if a new roll is needed.
- Proceed to the food pantry and unload the bread. **Please note delivery instructions from general information pages on where to park once arriving at Food Pantry.**
- Once the bread is organized on the bread shelves, you should see the Food Pantry Manager Cynthia Scott for delivery assignments. Deliveries are made through the left side of the church through the basement fellowship hall. The deliveries will be made in pairs.
- **NEW THIS YEAR** – Because of the new freezer at the Food Pantry, clients will be called on Tuesday mornings to confirm they are home and to ask them of their frozen food preference for that day. Food Pantry personnel will make those calls and will be bagging those extra items. Make sure those are collected before proceeding to deliveries.
- Deliver grocery orders to the clients. If no one is home, leave bags at the door. You may sometimes have to ring other tenants for admittance to the building. **NEW THIS YEAR:** Vouchers will not be included every week. Food Pantry personnel will instruct you if any vouchers are to be delivered to a particular client.
- After deliveries are completed, return to the food pantry and help pack deliveries for the next week. You may be asked to do other tasks. Please be flexible.