

St. Philip Catholic Church Food Pantry Procedures

After Mass (Bin Emptier)

1. Those assigned to move food to the storage area after mass should get the key either from the ushers' closet (if locked, ask usher to unlock for you) or the sacristy.
2. Push the cart down the hallway into the cafeteria. There is a door in the back (right corner) of the cafeteria that opens to the outside. Push the cart as close to that door as possible and prop open the door (there are bricks sitting outside for that purpose).
3. To your left is a storage room with a double set of doors. This is our storage space. Unlock the deadbolt, move the food from the cart to either the table or to the lowest shelf, so that the food won't get wet if rain seeps under the door. Re-lock the deadbolt.
4. Replace the cart and key.

Stocking Shelves

1. Those assigned to stock shelves should get the key to the storage room from the rectory or sacristy.
2. The storage room is behind the kitchen and convent and is accessed from the outside. It is the room with a double set of doors. The room has lights to enable volunteers to work in the evening. Unlock the deadbolt.
3. Unpack all the donated food from the bags on the floor and place on the shelves.
4. Tidy any food that was placed on an incorrect shelf. Put the empty bags away so they may be reused.
5. If you notice we are seriously lacking something, please send an email to Jessica, Beth, and Dana if you have time so we can put a notice in the bulletin and/or disciple to disciple newsletter.
6. Re-lock the deadbolt and return the key.

Preparing Bags

1. Those assigned to prepare bags will need to get both keys from the rectory (the key for the outdoor shed as well as the storage room).
2. The storage room is behind the kitchen and convent and is accessed from the outside. It is the room with a double set of doors. The room has lights to enable volunteers to work in the evening. Unlock the deadbolt.
3. Prepare 23 bags as directed according to the itemized list EXCEPT do not include cereal.
4. Load the bags into your car along with 23 (or as many as we have if we do not have 23) boxes of cereal, any vegetable oil, baby food, and toiletries we have on hand. Re-lock the deadbolt.
5. Drive around the convent to the outdoor shed and unlock the shed. Place the cereal, vegetable oil, and any other non-bagged items on shelves. Place the prepared bags on shelves or on the floor, depending upon space. Since we only distribute food twice per month, there may already be prepared bags in the shed, so space may be tight.
6. Lock up the outdoor shed and return the key.
7. Please email Jessica, Beth, and Dana if we are running low or do not have enough of any item for the bags so that we can put a notice in the bulletin and/or disciple to disciple newsletter.

Food Distribution

1. Please arrive at 9:55am.
2. Unlock the outdoor shed and give yourself a few minutes to set up and get organized.
3. There is a table in the shed that can be set up in front of the shed with the clip board with the sign-in sheets. There is a long clear bin that can be set up next to the table where people can place unwanted items. If there are travel size toiletries they can be placed in the purple bin and placed next to the table.
4. Food pantry patrons should sign in to receive a bag. The volunteer should get the bag from the shed along with a box of cereal. We don't mind if the patron chooses the kind of cereal they want as long as it doesn't back things up.
5. If patrons do not want an item, they should be instructed to leave it in the clear bin. They may also request some of the extra items out of the shed (usually 1-3 items), although high demand items such as vegetable oil should be limited to one per household.
6. Under no circumstances should patrons be entering the pantry shed and trading items off the shelves.
7. When the open hours conclude, please put any extra bags on the shelves or under the shelves if space is available.
8. Put all bins and table back in shed, and lock up the shed.