

FOOD PANTRY PROCEDURES

First, thanks so much for helping out at the food pantry!

UPON ARRIVAL

1. Pick up the church key.
2. Upon arrival, spread sand if needed at the entryway.
3. Unlock the back door of the church (clearly marked for Pantry) and turn on lights to the left of the door as you enter (if it's night!!) The outside light switch is there and might be a bit confusing – to make the light stay on push the '60 min' button and hold until all the green lights come on. That will keep the light on until you come back.
4. The second light switch is directly across the kitchen by the door closest to the parking lot, up on the top of the pass through.
5. Next is locking the doors to the rest of the church. The key is in the upper cupboard to the right of the sink over in the 'ell' of the kitchen. Look for a red ribbon! This key locks the door to the hallway right next to the sink. However, before locking that door you need to go into the dining room and do the slide locks on the other two doors into the kitchen. There is a flashlight right by the sink in case it's hard for you to see to meander back to the kitchen after the two doors are locked. When those two doors are locked, then lock the door into the back hallway.
6. Spray/wipe all high contact surfaces with disinfectant spray. This includes entry door handles, fridge/freezer handles, and counter surfaces.
7. Check the refrigerator temperatures and record them on the sheet on the refrigerator door.
8. Do a quick check of the fresh food. Set aside any that has passed its useful life. Also check dates on non-perishables. When you are ready to leave, be sure to take these items home to be thrown out!
9. Tidy up the shelves if necessary and make sure the sign-in where folks tally is visible and today's date is written. Also be sure any cards or coupons are visible.
10. If anything looks 'dirty' please use the wipes and wipe things down.

11. Be sure to take any of the expired food items after you finish opening up.

CLOSING THE PANTRY

1. Take a quick glance around to make sure all is in order
2. Check the request sheet for any items. If there are items requested, please make a note and then call Chris Wayne at (413) 529-0257 during the day, so these items can be picked up and stocked in the pantry.
3. Get the key from the cupboard to unlock the hall door so you can meander through to unlock the two other doors in the dining room. Return the key to the cupboard.
4. Wipe down all surfaces with disinfectant spray.
5. Shut off all the lights (to shut off the outside light just hit the bottom button and it should stay on just long enough for you to get to your car. Don't worry about it!)
6. Lock the outside door.
7. Return the church key.

Again, Thank You for Volunteering!