**General Guidelines**

**\*Please sign in upon arrival using the laptop located by the back door. Record your volunteer hours (including travel time). If the laptop is not available, please use the paper Volunteer Sign-In Sheet to record your volunteer hours.**

**\*Please wear your name tag each time you volunteer. Name tags are located on the white magnetic board beside the back door.**

**\*Only registered volunteers should be on site during regular operating hours.**

**\*No Donations should be removed from the Pantry without prior approval from the Director or Assistant Director.**

**\*Phone Instructions:**

The Pantry does not offer community service hours, only donations of powdered milk.

Do not give out any food needs over the phone except if you know it is for a community service donation in which case only 1, 3, & 8 qt. sizes of powdered milk are acceptable.

When people call wanting information about food drives or volunteer opportunities, take their name, number and message and tell them the director will return their call within 24 hours. Then text the information to the director ASAP.

**\*Stocking Food:**

Crates under shelves are for stocking by special teams. Do not remove items unless you are completely out of that item.

Do not rearrange food items on shelves. Food is arranged by special teams by expiration dates.

Do not go to the storage area and bring food into the distribution room.

Do not stock items in the extra cabinet.

When restocking bread, pull from freezers in numerical order—1,2,3. Bread is stocked by expiration date.