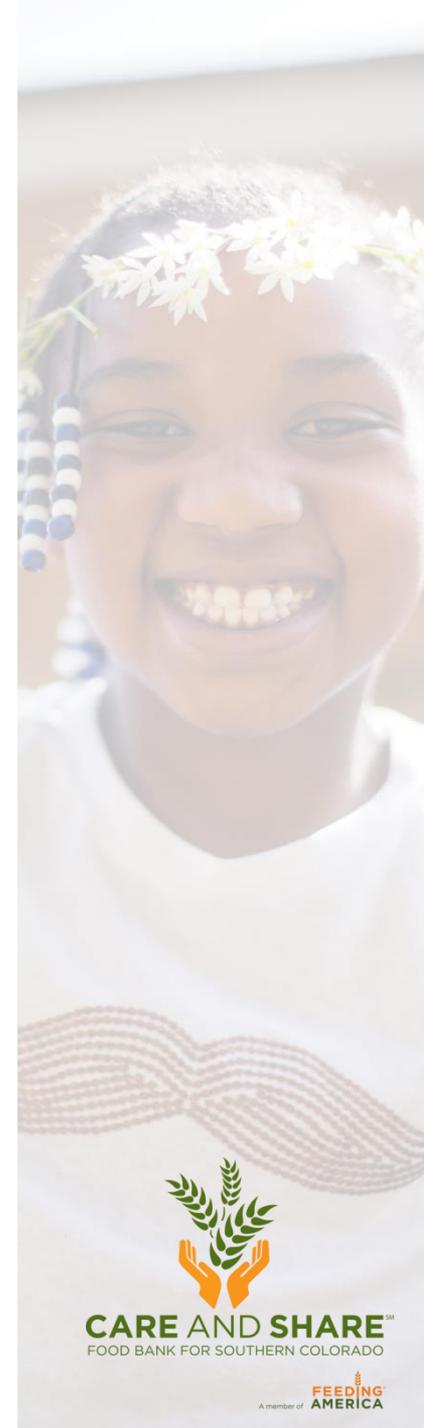


MOBILE FOOD PANTRY TRAINING



CARE AND SHARE
FOOD BANK FOR SOUTHERN COLORADO

A member of
FEEDING AMERICA

You Will Learn...

- Preparing in Advance
- Mobile Food Pantry Distribution Steps
- Food Safety Requirements
- Care and Share Support
- Sponsoring Organization's Responsibilities
- Care and Share Food
- Serve The Hungry
- Cancellation Policy
- Care and Share Contact Information



Step 1: Prepare in Advance

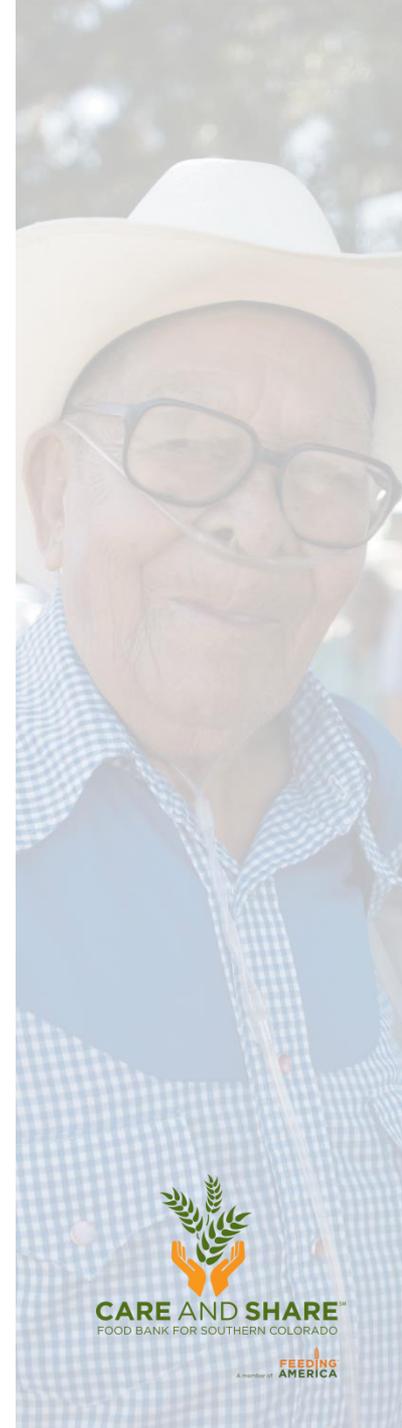
A few days prior to distribution, you will need to gather all of the supplies for the Mobile Food Pantry event:

- Volunteer and neighbor sign-in sheets
- List of volunteers assisting in the event
- Pens
- Plastic shopping bags
- Disposable gloves
- Tables



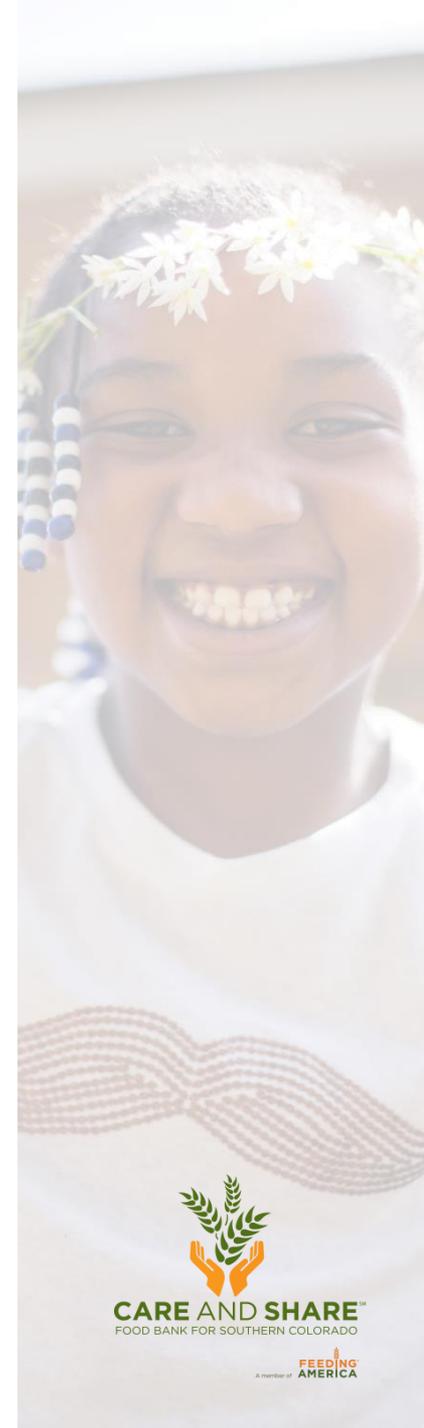
Step 2: Meet With the Volunteers

- Welcome all volunteers and explain the mission of the pantry distribution. Use the Volunteer Meeting Points flier if needed.
- Explain the Mobile Food Pantry distribution process.
- Have the volunteers sign in on the form provided by Care and Share Food Bank.
- Assign tasks to the volunteers.
 - 1-2 volunteers assisting individuals sign in
 - 1-2 volunteers to hand out each type of food and replenish food on tables
 - Additional volunteers to assist individuals in transporting food to vehicles as needed
- Talk to the volunteers about food safety expectations.
- Thank the volunteers for their hard work!



Step 3: When The Truck Arrives

- Care and Share truck arrives 30 minutes prior to the distribution. The truck will be loaded with a variety of food products with an emphasis on fresh produce. It may also contain snack foods, beverages, or bakery items.
- The truck will park and the driver will offload pallets of product in a designated area.
Volunteers or site staff will not be allowed on or in the driver's truck at any time.
- Once all pallets have been unloaded, the site coordinator will check the invoice to ensure no food is missing or added to the invoice and sign.
- The driver will depart the site allowing for the host site to finish setting up for distribution.



Step 4: Set Up For the Mobile Food Pantry

- The site coordinator will review the food received and determine how much food to distribute to each household based on anticipated event participation.
- Product can be pre-bagged by volunteers (this makes the line move faster).
- Product is placed on the tables, where individuals can choose product as they move through the line.
- Volunteers/staff are stationed behind the pallets or tables to restock items, answer questions and inform participants of any products that have limits.



Step 5: Distribution

- Once everyone has gone through line, neighbors in need and volunteers may go back through line a second time. CSFB wants to ensure that product does not go to waste and the individuals and families receive equitable amounts of food.
- There should **NOT** be any remaining product at the end of the distribution.
- If there is food left over after the distribution, contact the Agency Relations Manager at Care and Share Food Bank immediately to determine the best option available.

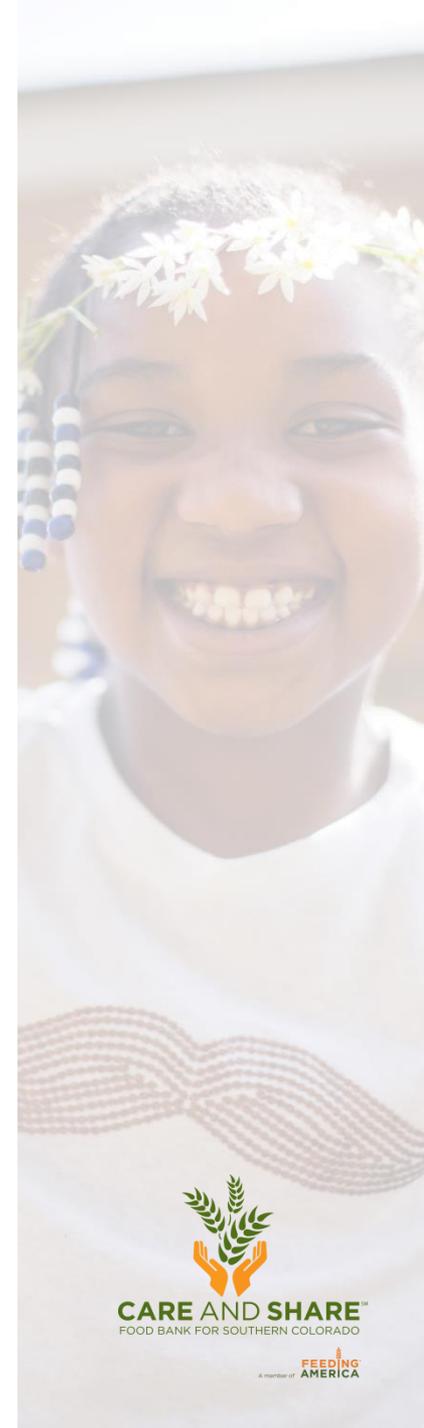


Safety Requirements

- Ensure neighbors in need do not use boxes or bags that show signs of contamination.
- Require volunteers to wash hands thoroughly before handling food and wear disposable gloves if handling produce.
- Inspect and collect any damaged or compromised product and properly dispose of it.
- Ensure volunteers are wearing close-toed shoes.

Care and Share Support

- Provide a selection of products that will allow each participant to get an equitable share.
- Provide sign in sheets for volunteers and neighbors in need for the site coordinator to print for the distribution.
- If necessary, remove all pallets, totes, and cardboard from the prior month's distribution.
- Provide Care and Share staff to help with the first distribution if necessary.



Sponsoring Organization's Responsibility

- Identify a site coordinator who will oversee distribution, supervise volunteers, and serve as CSFB primary contact.
- Provide volunteers to assist with unloading, set-up, and food distribution.
- Promote distributions by posting and distributing fliers to the community.
- Complete sign-in sheets during distributions and email/fax to CSFB within 3 days of distribution.
- Provide folding tables, plastic bags and disposable gloves for the distribution.
- Ensure the safe and proper handling of food, which conforms to all local, state and federal regulations.
- Abide by the policies, procedures, and record keeping requirements of Care and Share.



Care and Share Food

- Food will be distributed free of charge.
- Food will not be transferred for money, property, or services.
- Food will be distributed on a first-come, first-serve basis.
- Volunteers in need may go through the line, but must sign for the food.
- Participants may go through the line a second time if all neighbors in need have gone through the line once.
- Donated food is not allowed to be consumed by volunteers during the distribution.

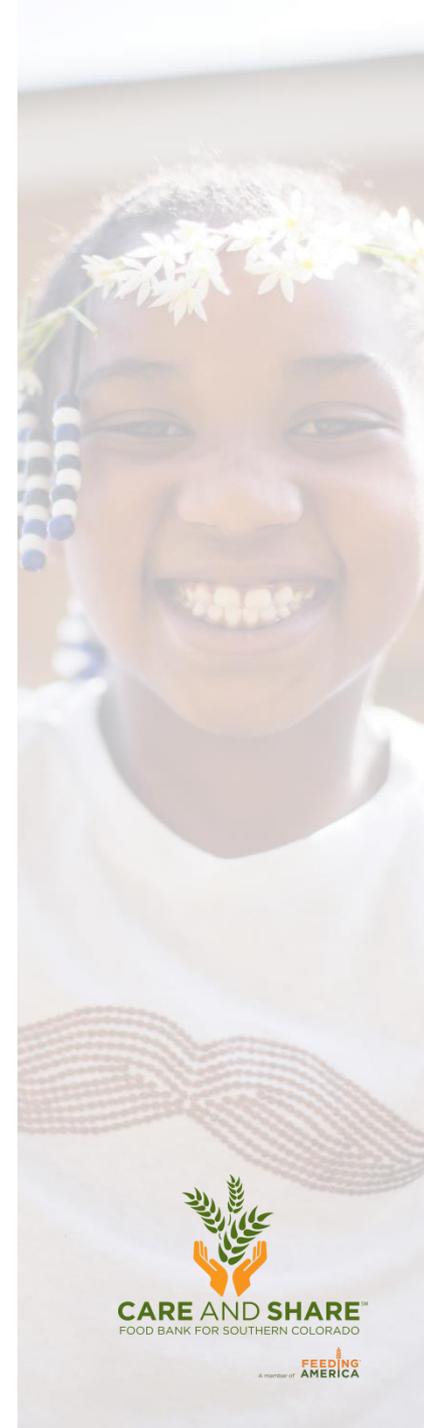


Serve the Hungry

- To adhere with donor expectations, communal prayer is not allowed. Voluntary private prayer with volunteers prior to distribution is permitted.
- Homebound individuals and families – A person who cannot attend regularly due to disability or age is considered homebound. Individuals (proxies) picking up for a homebound individuals and families must provide a signed letter from the homebound neighbor authorizing the pick-up of food for him/her.
- Staff or volunteers helping with the distribution will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

Cancellation Policy

- CSFB will contact the primary coordinator of a cancellation with as much notice as possible.
- CSFB may cancel a mobile distribution due to bad weather or other circumstances.
- Site coordinators may cancel a distribution if weather conditions endanger the safety of attendees.
- If the site coordinator decides to cancel the distribution, the coordinator must call the Agency Relations Manager before 7:30 a.m. on the day of the distribution. (When possible give 24 hours notice). The site coordinator must notify attendees and volunteers of the cancellation by—at a minimum—posting signage at the site.
- **Cancelled distributions cannot be re-scheduled for a later date.**



Care and Share Contact Information

- Agency Relations Manager

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