

**FOOD PANTRY MINISTRY
OPERATING PROCEDURE**

TOL Branch Name: **FOOD BRANCH**

Ministry Name: **TREE OF LIFE FOOD PANTRY**

Statement of Purpose for this Ministry:

Position responsible for operation of ministry: Food Pantry Ministry Leader

ROLES

Food Branch Director

 Food Pantry Ministry Leader

 Internal Pantry Operations Coordinator

 Food Pantry Collection Coordinator

 Food Pantry Collection Volunteers

 Food Pantry Food Drive Coordinator (for EACH food drive)

 Food Pantry Operations Volunteers (Packing & Sorting)

 Food Pantry Delivery Coordinator

 Food Pantry Delivery Teams

PROCESS

COLLECTING

Food Pantry Collection Volunteers are scheduled assigned days and collection routes to pick up food from established collection locations.

FOOD DRIVE COLLECTION

Each Food Drive is assigned a Collection Coordinator to organize logistics of collecting food for that location and transporting food to the Food Pantry.

PACKING

Delivery slips are to be completed on Monday and Thursday evenings by the TOL Phone Intake Coordinator to facilitate a smooth process.

Packing Team arrives at the Food Pantry on Tuesday & Friday no later than 10am; begin with prayer.

Delivery slips are printed and work order forms are created following instructions on each delivery slip.

One volunteer is dispatched to buy milk, cheese, butter and eggs, and pickup other perishable donations.

Volunteers pack orders following guidelines on work order forms.

SORTING & OPERATIONS

Date and stock any incoming food.

Donations of perishable foods are counted and logged on taxable donation sheet for some contributors.

Volunteers perform general cleaning, including work surfaces.

Other basic pantry functions:

Monday : Organize main freezer after Saturday's incoming donations to prepare for easy freezer packing Tuesday & Friday.

Tuesday: Receive perishables and bread (from Stonybrook Farm); this will be used to freshen bread in refrigerator to include perishables in Wednesday deliveries. Receive eggs from David Logan; the eggs are to be counted, logged and cleaned.

Wednesday: Receive incoming food from Wegmans & possibly from Stonybrook Farm. Remove old bread in refrigerator; freeze sweets. (Clark & Carrie Griffith arrive to transport discarded bread and outdated cans to David Logan's (Abernathy & Spencer) farm.

Saturday: Receive incoming food from Wegmans (and sometimes Costco). Receive food from Giant (that usually includes perishables that need to be sorted and added to deliveries). Meat that is received is date-checked and spread in the freezer for fast freezing, Participate in prayer with Delivery Teams. Perform general cleanup.

OTHER

Some bread and perishable items are delivered to Main Street Common apartment complex when available by a volunteer on Wednesday or Saturday.

DELIVERY

Food Pantry Delivery Teams are trained by shadowing other teams. Each Delivery Team is scheduled on a day each month to perform deliveries. The Delivery Coordinator assigns delivery letters (A,B,C,D, etc.) to each delivery location, and emails delivery destinations, directions and assigned letters to all Delivery Teams scheduled for each delivery date.

**SALVATION ARMY MINISTRY
OPERATING PROCEDURE**

TOL Branch Name: FOOD BRANCH

Ministry Name: SALVATION ARMY OUTREACH

Statement of Purpose for this Ministry:

Position responsible for operation of ministry: Salvation Army Ministry Leader

ROLES

Food Branch Director

Salvation Army Ministry Leader

Food Coordinator (rotating)

Food Preparation & Serving Volunteers

JOB DESCRIPTION: Salvation Army Ministry Leader

- 1) Maintain listing of volunteers
- 2) Maintain contact with volunteers
- 3) Pray for ministry and volunteers
- 4) Set Annual Calendar of dates and menu
- 5) Train Coordinators/volunteers
- 6) Plan special events (Christmas Totes, etc.)

PROCESS

Food Coordinator functions:

PREPARATION:

- 1) At least 3 weeks in advance, send out weekly menu to group and begin organizing food and servers.
- 2) If not enough volunteers, solicit more help; if not enough food, solicit more donations.
- 3) 1 week in advance, remind group of donations and serving night.
- 4) Weekend of – purchase/fill in gaps of food items and paper products
- 5) Collect food from those not attending.

NIGHT OF SERVICE:

- 1) Arrive early to greet new volunteers.
- 2) Direct volunteers in preparation; give attention to new volunteers
- 3) Pray as a group before serving
- 4) Direct the prayer before the meal.
- 5) Participate in fellowship

FOLLOW UP:

- 1) Thank you and Appreciation to volunteers

Volunteer functions for the night of Service

Preparation:

- 1) Wrap silverware in napkins (great job for kids)
- 2) Fill up glasses with ice and beverage (great job for kids)
- 3) Prepare food – heat, slice, etc.
- 4) Fellowship with those gathering in the dining room area.
- 5) Help with Craft/Game with children

Serving:

- 6) Serving of food in assembly line; Hold babies while parents get food
- 7) Hand out drinks/silverware (great job for kids)
- 8) Refill drinks during dinner
- 9) Take away dirty plates/cups
- 10) Serve dessert
- 11) Fellowship/connect with residents
- 12) Clean off tables and straighten kitchen afterwards