

**DUBLIN FOOD PANTRY GUIDELINES FOR STUDENT VOLUNTEERS**

**Notify Volunteer Coordinator if you are unable to attend during scheduled time. Arrive at Dublin Food Pantry at scheduled time.  
Upon your arrival at the Dublin Food Pantry:**

•  Sign in on notebook at the volunteer stand.

•  Put on a Food Pantry vest/T-shirt (this identifies you as a volunteer).

•  Stay in Pantry during scheduled time.

**Report to Team Leader for pre-opening tasks. Pre-opening tasks include:**

•  Line up carts along wall across from the kitchen.

•  Sanitize carts with wipes and put 20 plastic bags in each cart.

•  Set up Good Will Room for clients.

•  Stock shelves if items available.

•  Break down food in kitchen if help needed.

•  Bag bread if needed.

•  Take trash to dumpster.

•  Make sure hallway is neat and clean before clients arrive.

**Assist clients during open pantry hours:**

* Load food into clients’ cars.

**After Pantry closes or after morning tasks are completed:**

* Help with clean-up including taking trash to dumpster and vacuuming.
* Sign out in notebook at volunteer stand. Record total hours.
* Inform adult volunteer that you have signed out.
* Afternoon volunteers check out with adult at the Pantry desk. **o** Morning volunteers check out with Kitchen Team.

**A DFP Adult Volunteer will stay with you until your ride arrives.**