

Distribution Responsibilities

Thanks for agreeing to help with the distribution of goods. This document will assist you to better understand their responsibilities.

Distributions are generally on the second & fourth Fridays of the month from 10am - noon. There is a distribution coordinator each week. There are four main roles for distribution. The distribution coordinator will assign you a role each week. Following is a brief description of each role.

Client management. There will be a person assigned to managing the flow of our clients through the distribution process. They will make sure that the process runs smoothly and will deal with any issues as they occur. This person is typically one of our regular attendees.

Welcome desk. We typically have at least two parishioners at the welcome desk. The job is to welcome and record our clients. There are two roles. The first role is to record our clients. Most of our clients are regular and will have pre-registered. For these clients, we typically ask for an ID and check them off the list. A number of our clients pick up bags for friends or family and come with multiple IDs. That is acceptable and each name should be checked off the list. For those clients with multiple bags, we give them a number indicating the number of bags that they should receive.

The second role is to record our new clients. If the client has not been at food pantry before, they will need to fill out a new client form. The form fits two clients, so they only need to complete one-half of the form. If they need assistance, please help in the process. Some clients may not come with an ID. While we may allow them to obtain a bag on a one-time basis, we should not allow this to occur on a regular basis.

You may be asked to make announcements or hand out special notices for our clients.

Distribution. We place the bags on a table and allow our clients to take the bags directly from the table. This allows our clients to look through the bags for favorite items. The role in distribution is to manage that process. Clients with multiple bags will provide a number and they should get that number of bags. Clients without a number should get one bag. Your role is to monitor this process and keep the table filled with bags.

Goody Table. If we have enough odd supplies, we provide a goody table. Each client can choose one item. Your role is to monitor this process. You may have to explain to new clients what the goody table is and monitor that each client is taking one goody item per bag. You may also have to replenish the goody table.

You may be asked to assist with either set up or break down either at the beginning or end of the shift.

You should plan on showing up between 9:45-9:50am, so that distribution can begin at 10:00am.