

Our Daily Bread Food Pantry

Volunteer Meeting Handout

Sunday, September 20, 2026 | 11:30 a.m. (After Church)

1. Thank You, Volunteers!

Thank you to all our volunteers for your time, dedication, and willingness to serve our community. Your efforts make it possible for Our Daily Bread Food Pantry to provide food and assistance to individuals and families in need.

We appreciate everything you do!

2. Volunteer Responsibilities and Pantry Day Procedures

Arrival and Cleanup

- Volunteers should arrive by 9:15–9:30 a.m. on pantry days.
- Cleanup takes place after the last client has finished shopping.
- Please work together to keep the shopping process moving efficiently so that volunteers are not required to remain at the pantry all day.
- If you are interested in shadowing another volunteer to learn a different job or responsibility, please let us know.

Outside Line Management

- Keep the outside line organized and moving efficiently.
- Keep the church steps and front door clear to allow access for Heart of Illinois Harvest (HOIH) deliveries.
- Remember that everyone needs food, not just the people who arrive early. Please be mindful of all clients waiting to shop.

Shopping Procedures

- Clients must complete their shopping downstairs.
- Clients may only receive food and other products from the designated downstairs shopping area.
- Volunteers may only shop for individuals who are registered as members of the household.
- The number of registered household members will be written on the Post-it note provided during registration.
- Please help keep the shopping line moving efficiently while allowing clients to make their selections.

3. Food Distribution, Storage, and Restocking

Restocking

- Please check with Natalie or Faedean regarding restocking procedures.
- Restocking needs depend on delivery dates, available inventory, and other factors.

Shopping Room

- Use the bags stored on the bottom shelves for lightweight items.

Refrigerator and Freezer Room

- The refrigerator/freezer room has its own bags or boxes for items distributed from that area.

Food Source Restrictions

Food received from the following organizations is designated for distribution through food pantries only:

- Heart of Illinois Harvest (HOIH)
- Midwest
- Eastern Food Bank (EFB)

4. Client Registration and Pantry Policies

Greeters and Identification

- Greeters are not responsible for checking identification.
- Greeters should remind clients that they will need identification when they register.

Household Registration

- Volunteers may only shop for individuals who are registered as members of the household.
- Please refer to the number written on the Post-it note to verify the number of registered household members.

Referrals to Other Food Pantries

- We will not turn anyone away.
- When appropriate, we will refer clients to food pantries closer to their ZIP code.

Service Animals

- Only service animals/dogs are permitted.
- Please see Natalie or Faedean before allowing an animal into the church.

Proxy Forms

- Proxy forms allow an authorized person to obtain food on behalf of another individual or household.
- Volunteers should follow the pantry's established proxy form procedures when assisting clients who are shopping on behalf of someone else.

5. Grant Requirements and Recordkeeping

- Grant requirements may involve different or additional paperwork and procedures.
- Volunteers should follow all applicable documentation and recordkeeping procedures to help ensure that the food pantry meets its grant requirements.

6. Respect and Communication

Kindness and Respect

Please treat all clients and fellow volunteers with kindness, patience, and respect. We are all working together to serve our community.

Comments, Ideas, and Suggestions

- Volunteers are encouraged to share comments, ideas, and suggestions that may help improve pantry operations.
- Please use the designated suggestion box or envelope to submit your feedback.
- Suggestions will be reviewed and discussed outside of pantry distribution hours so that everyone can remain focused on serving clients during pantry operations.

7. Upcoming Food Pantry Schedule

Eastern Food Bank Deliveries

All deliveries are scheduled for Tuesdays at 9:30 a.m.

Date	Time
September 15, 2026	9:30 a.m.
October 20, 2026	9:30 a.m.
November 17, 2026	9:30 a.m.
December 15, 2026	9:30 a.m.

Meat Pickup

Meat pickup is scheduled for 11:00 a.m., with an approximate return to the church at 11:30 a.m.

Date	Day
October 8, 2026	Thursday
November 12, 2026	Thursday
December 3, 2026	Thursday

Food Pantry Distribution Dates

Date	Day
September 26, 2026	Saturday
October 24, 2026	Saturday
November 21, 2026	Saturday
December 19, 2026	Saturday

Our Daily Bread Food Pantry

Thank you for being part of our pantry family and for helping us serve our neighbors with kindness, dignity, and compassion.