

Food Pantry Duties:

1. Pull all Client Preference Sheets listed on the schedule for the day.
2. Fill Orders and place check beside the order filled (waiting to add frozen items after client arrives)
3. Upon Client Arrival:
 - A. Reschedule next appointment:
 - a) Reschedule next month's appt. in calendar in pencil.
 1. In the calendar, turn to the same week in the following month.
 2. Check to see how many clients are on each day and try to divide clients evenly per day.
 3. If need be, reschedule client on a different day if possible.
 - b) Fill out Appt.Card in pen with next appointment time.
 - c) Remind Client to return the Appt.Card next month (card replaces voucher)
 - d) Clients with one-time vouchers do not need to be rescheduled.
 - B. Unscheduled Walk-ins
 - a) Unscheduled Walk-ins living in Allen, Fairview, and Lucus should be given an application to fill out. After residency is confirmed an Emergency order from the back shelf (list of items included is hanging on shelf) should be given and reschedule next appointment as stated above (a).
 - b) Unscheduled Walk-ins not living in Allen, Fairview or Lucus should be given the phone number for their area (Other charity organization's phone numbers are listed on the inside of the computer desk door). Plus give them an order of food.
 - C. Add items from refrigerators to order already in basket.
 - D. Take orders to client's car and assist in loading if needed.
 - E. Put "PU" beside clients name on schedule and attach the returned Appt.Card. onto today's schedule
4. Clients that don't show up:
 - a) Call client and reschedule appt. before the shift ends.
 - b) If unable to get in contact with client, leave order in the basket for 3 days.
 - c) If there is an order 3 days old with no ETA noted, restock or reuse in current shift.
5. Stock shelves with dated food
 - A. Date all food with marker (mm/yy).
 - B. Stock shelves from the rear of the shelf so older goods are given out first.
 - C. If expiration date is past but less than 12 months, put the product in the plastic crates beside the door.
 - D. If expiration date is past but over 12 months, throw away.
6. Take trash and empty cardboard boxes to dumpster.
7. A Board Member will check for voicemail messages.
8. Turn off lights, lock the door, and return key to the office.

Phone numbers

of places that can help.

- Catholic Charities' for Collin County..... (214) 542-1146.
- ASSISTANCE CENTER OF COLLIN COUNTY.....1-800-725-4936
- COMMUNITY LIFELINE.....(972)-542-0020
- Community Food Pantry McKinney.....(972)-547-4404

- STATE OF TEXAS.....2-1-1 or 1-877-541-7905
- (HEALTH & HUMAN SERVICES)

- ALLEN COMMUNITY OUTREACH.....(972) 727-9131
- SAMARITAN INN SHELTER (MCKINNEY).....(972) 542-9777
- CITY OF ALLEN.....(214)-509-4100
- CITY OF MCKINNEY.....(972)-547-7500
- CITY OF PLANO.....(972)-941-7000
- COUNTY OF COLLIN.....(972)-548-4673

- The Plano Food Pantry –(972)-422-1850
- Anyone living in the Plano Independent School District may apply to the assistance center for food. The process begins by calling them.
- The Plano Food Pantry building is located on the southeast corner of Holy Nativity Church just west of the intersection of 18th Street and Jupiter Road in east Plano

- God's Food Pantry – (972)-633-9777, 3420 14th Street, Plano, TX, 75074-8405
www.Godsfoodpantry.com