

BREAD AND COOKIE PANTRY VOLUNTEERS POSITION DESCRIPTION AND GUIDELINES

Friday, February 23

There is 1 **Pantry Supervisor**. The **Pantry Supervisor** will be present at the Mylan Event Center on Friday at 11:00 am to supervise setting up the pantry, receive the cookies (bread if available) and begin setting up the cookie trays. Three additional **pantry volunteers** will assist, arriving at 11:00 am –until set up is complete, but no later than 5:00 pm.

4 additional **Pantry Volunteers** are needed Friday, 12:30 pm for ~4 hours, to help set up the pantry, organize cookies into varieties and begin setting up cookie trays. Most cookies arrive on Friday afternoon. After pantry set up, volunteers begin to organize cookies into varieties.

- Assembly requires 1 tray per table (there will be 69 tables) plus 6-8 extra trays.
- Each tray should have about 30 to 36 assorted cookies (please do not overfill).
- Wrap the trays in foil for overnight storage on the dining tables.

Most of the bread will arrive on Friday (3:00 – 5:00) to be stored overnight. Cutting begins on Saturday morning.

The **Pantry Supervisor** will need to be at the Mylan Event Center all day Saturday.

Saturday:

10 **Pantry Volunteers** are needed between 9:00 am to 11:00 am to assist in cutting bread. Volunteers should arrive, check in at the volunteer table and **be at the pantry by 9:00.**

10 **Pantry volunteers** are needed for the first shift. These volunteers should arrive, check in at the volunteer table and **be at the pantry at 10:00 am.** Please plan to have your lunch when your shift is over.

9 **Pantry volunteers** are needed for the second shift. These volunteers should arrive early enough to have their lunch prior to the beginning of their shift, check in at the volunteer table prior to having lunch and **be at the pantry by 12:30.** This will allow time to partner with the person that you are scheduled to replace, to become familiar with your duties.

During each shift, assigned **Pantry Volunteers** will be involved in the following Cookie operations:

- Remove the clear wrap (from trays prepared Friday) around 10:30 am.
- Assemble 20 baggies of cookies (3 cookies per bag) and give these to the *Take Out Volunteer*. Make sure the “Take Out” table also has baggies of cookies throughout the event. One **Pantry Volunteer** will be assigned to periodically check with the Take Out Table.
- Refill cookie trays as they are brought back to the room by the “*Runners*”.
- At approximately 2:00 pm (earlier if you have time), use some of the clamshell containers to make packets of fresh cookies (1 dz. per container). We will sell or donate these.
- At the end of the luncheon, any cookies that were out on the tables and handled by the public will need to be disposed of (or offered to the volunteers).
- **Pantry Volunteers** on the second shift should stay to clean up the pantry and take trays and tongs to the kitchen.

Assigned **Pantry Volunteers** will be involved in the following Bread operations:

- Regular loaves of bread are cut into 12 slices, then cut in half (total of 24 pieces per loaf).
- Longer loaves of bread are cut into 30+ pieces per loaf.
- Line container with a large napkin if available and assemble 1 tray (container) of bread per table (69 tables) plus 6-8 extra trays/containers.
- Place approximately 2 dozen pieces of assorted bread and rolls in containers to be placed on the tables.
- Place basket/container with serving tongs on the tables by 10:30 am.
- Assemble 20 baggies of assorted breads (2 pieces per baggie) and take these to the *Take Out Volunteer*.
- Use any spare containers or baggies to make several trays of fresh breads that are already cut.
- At the end of the luncheon, any bread that was out on the tables and handled by the public will need to be disposed of (or offered to the volunteers).
- **Pantry Volunteers** on the second shift should stay to clean up the pantry and take trays and tongs to the kitchen

All **Pantry Workers** must wear gloves and hair coverings (beard covers if applicable) while handling the bread and cookies. Heavy lifting is not required.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.