

LITTLE FREE PANTRY VOLUNTEER INSTRUCTIONS

St. John's Lutheran Church

Revised 8-31-2021

Thank you for volunteering to monitor the Little Free Pantry at St. John's Lutheran Church. While the volunteer commitment isn't extensive, your work is important as we **keep the LFP clean, organized, and stocked** so that those in need have access to what they need.

Use the following to guide your Little Free Pantry volunteering:

- Signup utilizing the SignUpGenius emailed to you for one or more weeks. Feel free to signup with another person, if needed.
- Check the pantry two or three times a week (adjust given what you learn is needed).
- A list of items for the LFP is posted in the Restock Room (see backside of this sheet). There will be a summer list and a winter list because of seasonal temperature changes.
- Clean spillage and organize LFP items if needed. Cleaning supplies are in the Restock Room. You can dispose of damaged items in the dumpster located at the rear of the church at the circle drive using trash bags provided in the Restock Room
- If an item appears to be running low, restock it from the Restock Room located next to the Choir Room (the old Music Director's office).
- To access the church, you can do one of three things:
 - Sundays mornings the church is unlocked for worship
 - The church is open during office hours – Monday-Thursday, 9am-12noon
 - Outside of the above times, contact Nancy in the church office and she will set the exterior lock to open for you. 203-322-0066 or office@stjohnelca.org (be sure to come to the church at the designated time or the door will be locked).
- The Restock Room is unlocked at all times.
- The Restock Room has a cart to assist, if needed, in taking items to the LFP. Be sure to return the cart to the Restock Room.
- If you need to change the week(s) for which you signed up to volunteer, contact Janet Segerdell at 203-322-6121 or janet.segerdell@gmail.com. She can answer additional questions you might have.

Know that initially, we will have to learn how to best operate the Little Free Pantry and adjustments are likely as we gain experience. If you have suggestions to help with the management of this mission effort, let (name) know.

Thank you for volunteering!

Food List – The Little Free Pantry

Donate items that do not expire easily with undamaged packaging.
Focus on low sugar, low sodium, and whole grain items.

Beans (canned or dry)	Brown Rice	Unsweetened Apple Sauce
Peanut or Nut Butters	Quinoa	Spices/Salt/Pepper
Rolled Oats	Nuts or Seeds	Whole Grain Cold Cereal
Canned Fruit in Juice	Shelf Stable Powdered Milk	Coffee or Tea
Canned Soup, Stew, Broth	Whole Grain Pasta	Canola or Olive Oil
Canned Meat (tuna/chicken/ salmon)	Low Sodium Pasta Sauce	Canned Vegetables

Toiletry List – The Little Free Pantry

Shampoo/Conditioner	Soap	Feminine Hygiene Products
Body Wash	Diapers	Dish Soap
Toilet Paper	Laundry Soap	Paper Towels
Dental Floss	Toothpaste and Brushes	