



Surplus Project: Dominican to Food Pantry Rescue

Tuesdays and Fridays: 2:30pm-3:30PM

DOMINICAN UNIVERSITY: 7900 W. Division, River Forest

1. **Please pick up insulated rescue bags at the Food Pantry by 12:45pm on the day of your shift.**

These bags have been purchased specifically for this rescue in order to keep the food at the right temperature during transportation.

2. Enter the Dominican campus off of Thatcher Avenue between Division and Greenfield. Park near the rear door of the Parmer Building which will be to your right (see map); make sure to turn your hazard lights on if you are not in a parking space.
3. If the large doors to the compactor room are open, you may enter the building there (the kitchen will then be to your left). If not, walk into the building through the east entrance and proceed to Room 103 – The Nutrition Sciences Kitchen (see interior map). You will reach the kitchen by proceeding straight down the first floor hallway until it dead ends in the atrium. You'll then turn right passing through a set of opened double doors and Room 103 will be straight ahead.
4. Once you enter Room 103 the kitchen will be straight ahead through the door and you'll see a refrigerator marked with a large Surplus Project magnet.
 - a. If for any reason, you cannot find the refrigerator or it is empty, go back to Room 102 off the main hallway, identify yourself as a volunteer from the Oak Park River Forest Food Pantry here to pick up donations and ask to speak with Kelly or Carrie in the Nutrition Sciences office.
5. Pack up the bags with the meals found in the designated refrigerator. Each bag holds 12-14 containers. Please take care to not place the containers on their sides. Make note of how many meals are provided.
 - a. As you do your count, please take note of not only the number of complete meals (which contain a protein, a starch, and a vegetable) but the number of side dishes (e.g. rice only, vegetables only, etc.). You will need to provide these numbers when you return to the Food Pantry.
 - b. Occasionally, they have additional items such as bags of bagels or bread in addition to meals and sides. You can bring these items back to the Food Pantry when you return the bags at the end of the shift.
6. Return the bags to the food pantry. Please wipe them out if any meals have spilled or leaked during delivery.
7. Please place the meals in the deli refrigerator (or whichever refrigerator Ricardo or Jenny suggests).
8. Count the number of total meals and sides and record those numbers on the Rescued Food form provided on the clipboard in the wire basket on the wall.

Questions?

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THANKS!