



## Home Delivery: Calling Shift

*First Wednesday of every month: 1:00PM-2:30PM*

Oak Park River Forest Food Pantry 848 Lake Street

1. Please arrive at the pantry by 1:00PM and sign in.
2. Adriana or Lauren will give you a stack of client menus, a phone, and a calling script.
3. Please call each client at the number listed at the top of their menu and follow the provided script.
  - a. If the client is home and able to receive groceries that month you will proceed to read off the menu options to them and record the results.
  - b. If the client is not home please leave a message on their answering machine (following the script) and make a note at the top of their menu that they were unavailable.
4. Once you have finished calling and recording the menu choices for your set of clients please return the completed menus to Adriana or Lauren.

**Questions? Please Contact: Adriana: [Adriana@oprffoodpantry.org](mailto:Adriana@oprffoodpantry.org) 708-386-1324x1104/**

**Lauren: [Lauren@oprffoodpantry.org](mailto:Lauren@oprffoodpantry.org) 708-386-1324x1112**