



Home Delivery: Shopping Assistant

First Tuesday of Every Month: 11:30AM-12:15PM

Oak Park River Forest Food Pantry 848 Lake Street

1. Please arrive at the pantry for your shift by 12:15PM. Sign in and fill out a nametag.
2. Please assist staff with bringing out the shopping carts and opening up the plastic bags that will be used during the shift.
3. Some shopping assistants will be assigned to help at stations within the pantry (i.e. produce section, meat section, beans section etc.). The remaining shopping assistants will be responsible for shopping in the pantry and putting together their Home Delivery client's order.
4. Each Shopping Assistant will be responsible for shopping for one Home Delivery client at a time. Each Home Delivery client has 3 bags: 2 large green bags and one smaller insulated bag for perishables.
5. Each Home Delivery client has a menu listing the items that they would like to receive in this month's delivery. Follow the flow of traffic through the pantry (starting at the bean section) and collect the number and type of items indicated on the menu (item and number are highlighted). There will be a volunteer at each station to help you find the items you need.
 - a. Please bag all items in plastic. This will make it easier for the drivers to unpack groceries at the clients' houses.
 - b. Please place all frozen goods and perishable items in the smaller bag provided.
 - c. Some clients receive incontinence supplies. Please double check at the bottom of your menu to see whether your client will need incontinence supplies this month. Supplies are bagged and labeled with the client's name and are located on a table just outside of the pantry exit.
6. Once you have completed shopping for your client, a staff member will check over your menu and will replace your bags with bags for a new client. This process repeats itself until all Home Delivery clients' bags have been packed.
7. After all bags are packed please help put away the carts and remaining plastic bags. Please also help with cleaning up the pantry (sanitizing and putting up coolers, putting away crates, etc.).

Questions? Please Contact: Adriana Riano: Adriana@oprffoodpantry.org 708-386-1324x1104