



Surplus Project- Rush Hospital

Tuesdays and Fridays 2:30-3:30 PM

520 S Maple Ave, Oak Park: (708) 383-9300

1. If possible wear your **green Food Pantry Volunteer t-shirt** when picking up the rescue.
2. **Please pick up insulated rescue bags at the Food Pantry. These bags have been purchased specifically for this rescue in order to keep the food at the right temperature during transportation.**
3. Park your car in the front drive way/circle and turn on your hazard lights.
4. Let the front desk staff know you are a volunteer for Oak Park River Forest Food Pantry there to pick up Surplus food from the cafeteria. They will then give you a visitor's badge.
5. Proceed to the cafeteria on the second floor of the hospital and enter the kitchen through the door immediately on your left as you enter the cafeteria.
6. When entering the kitchen area, please cover your hair with a hairnet (on the table to the left) and wash your hands thoroughly.
7. Dedicated space for The Surplus Project has been identified in the dry storage room at the southwest corner of the kitchen. This space includes a shelf for supplies and a refrigerator easily identified with a large Surplus Project magnet on the door.
8. Please take the meals from the designated refrigerator and place them in the insulated bags and bring them back to the food pantry.
9. Once at the food pantry, Ricardo or Jenny will let you know which refrigerators have available space for the meals. Please place all meals in the refrigerator and return the insulated bags to the top of the white refrigerator in the back corner.
10. Please record the number of meals and sides on the Donation clipboard and indicate that the meals came from Rush and the date.

Questions?

Adriana: Adriana@oprffoodpantry.org (708)386-1324 x1104

THANKS!