



Home Delivery: Thresholds Driver Shift

First Tuesday of the month: 12:00PM-1:00PM

334 N. Menard Ave. Chicago, IL

- 1) Please meet at OPRF food pantry at the beginning of your shift and wear your volunteer t-shirt.
- 2) Park your vehicle by the first delivery window and open your trunk. Volunteers will help load your car with Thresholds clients' bags (each client has 2 large bags and one small bag).
- 3) Verify that you have all of the bags for the clients listed on your route sheet.
- 4) Please also verify that each client has a **proxy form** in the pocket of one of their large, green bags. If a client doesn't have a proxy form notify Adriana and/or the Nutrition Programs Assistant.
- 5) Once at Thresholds' Menard Ave. apartments, please use the Menard Ave. front entrance to the property. Park your car in the front and turn your hazards on.
- 6) Use the buzzer to the right of the door and identify yourself as an Oak Park River Forest Food Pantry volunteer there with groceries.
- 7) The front desk clerk will buzz you in. Take the first door/hallway to your right once you've entered the building. The bags will be dropped off in **CST Room 119**. If the doors are locked, ask the front desk or another staff member to unlock them for you.
- 8) Place the insulated bags along the back wall of Room 119 (the bags stay at Thresholds unlike other Home Delivery routes). Have a staff member sign your delivery sheet.
- 9) Thank the staff member and return to the food pantry to drop off your clipboard and to sign out.

THANK YOU!

QUESTIONS?

Please contact:

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