



RUSH OAK PARK HOSPITAL (Surplus Project)

Tuesday, Friday 3:30pm

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 in front of the main entrance; make sure to turn your parking lights on.
4. Walk into the main lobby and go to the front desk, identify yourself as an Oak Park River Forest Food Pantry volunteer there to pick up donations from the cafeteria. You will receive a visitor's sticker and be directed to the elevator.
5. Go to the second floor, turn right and you will see the cafeteria.
6. Enter the door on the left – immediately before the cafeteria entrance.
7. Walk straight ahead. When you reach the table, take a hair net from the box on the table, put it on and continue walking towards the back. ***(It is very important that you wear the hairnet, remember you are in a hospital and there are specific food safety procedures that we must follow).***
8. Ask an employee to please direct you to where the storage room is (this is where the Food Pantry's refrigerator is located).
 - a. If you don't see an employee, go straight from the table all the way to the back wall and turn right.
 - b. Go in the last door on the left and immediately turn right, the refrigerator has a **Surplus Project magnet on the door** (it is large, you can't miss it).
9. Open the refrigerator and pick up whatever is in it, place in the bags you brought with you.
10. Take the **rescued items to the Food Pantry**
 - a. Produce can be delivered into the Food Pantry via the Delivery Window.
 - i. You may park in the parking spot located directly in front of the delivery window. The delivery window located on the East side of the parking lot; the far left window from the building (closest to the playground).

- ii. Please ring the doorbell and notify the door monitor that you have a rescue delivery at the window. Door monitor will then meet you at the window to bring in the rescue.
- iii. Please dispose of any spoiled food in compost bags and any messy boxes (fruit flies will find them if you don't). Take this waste out to the compost bin and dumpster; it cannot stay in the pantry!

Questions?

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THANKS!