



## SURPLUS PROJECT - LORETTO HOSPITAL

*Tuesday, 11:30 AM-12:30AM*  
645 South Central Ave Chicago IL  
(773) 854-5614

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 sign in, receive a visitor's sticker, and be directed to the elevator.
5. Go to the (G) ground level floor, turn right and you will see the cafeteria straight ahead.
6. Once you arrive at the cafeteria, identify yourself as a Food Pantry Volunteer and let the employees know that you are there to pick up the packaged meals. If they have further questions ask for Britney, the Food Service Manager, she should be expecting you.
7. Staff will bring the food out to you. Please place the meals in the insulated bags.
8. Take the **rescued meals to the Food Pantry**
  - a. Drop offs can be delivered into the food pantry via the delivery window.
    - i. You may park in the spots located directly in front of the delivery window. The delivery window is located on the East side of the parking lot at the far left window (closest to the playground).
    - ii. Please ring the doorbell and notify the door monitor that you have a rescue delivery at the window. The door monitor will then meet you at the window to bring in the rescue.
    - iii. Please come in to the food pantry and ask Jenny or Ricardo which refrigerators have available space.
    - iv. Count all meals and sides and log the numbers on the "Food Rescue Clipboard" under "Surplus Project Meals"(examples of a side are parfaits, fruit cups, containers of mashed potatoes, water bottles etc.). Make sure to indicate that the meals came from Loretto Hospital.
    - v. Clean insulated bags if needed and put them back on top of white freezer in the back of the food pantry (to the right of the large, stainless steel refrigerators).

Questions?

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Updated 7/28/17