



## Ossining Food Pantry -- Volunteer Opportunities

**Thank you for contacting the Ossining Food Pantry to express interest in volunteer opportunities!**

**Please note the following guidelines for volunteers:**

- 1. Until further notice, masks are required for volunteers (and clients) during our Wednesday and Thursday distributions and are optional for other activities.**
- 2. For confidentiality reasons, volunteers who meet and serve clients must be at least 18 years of age and no longer in high school to participate in our Wednesday and Thursday Choice Pantry, and Mobile Pantry distributions.**
- 3. Volunteers for other functions must be at least 16 years of age.**
- 4. All positions are located at Grace Trinity Church, 7 South Broadway, Ossining, unless otherwise indicated.**

<u>Day/ Time</u>	<u>Functions</u>	<u>Notes</u>
<p><b>Tuesday PM – Packing Bags</b></p> <p>2:00 - 3:30pm Tuesdays prior to 1st &amp; 3rd Thursday of each month</p>	<ul style="list-style-type: none"> <li>• Help pre-pack bags of food for delivery to homebound clients and the Ossining Children’s Center</li> </ul>	<ul style="list-style-type: none"> <li>• Includes:                             <ul style="list-style-type: none"> <li>- Transferring food to table from adjacent pallets</li> <li>- Filling bags and bringing to pantry area</li> </ul> </li> <li>• High School students (age 16+) welcome</li> <li>• Food cartons and filled bags can weigh up to 25-30 lbs</li> </ul>
<p><b>Wednesday Midday - Mobile Pantry</b></p> <p>11:45am - 1:30pm 1st &amp; 3rd Wednesday of each month (only 1<sup>st</sup> Wed, Jan thru Mar)</p>	<ul style="list-style-type: none"> <li>• Help set up tables</li> <li>• Unload food from Feeding Westchester delivery truck</li> <li>• Staff tables to assist in food distribution</li> <li>• Check in clients</li> </ul>	<p><b><i>Mobile Pantry distribution is in Star of Bethlehem parking lot (304 Spring Street).</i></b></p> <ul style="list-style-type: none"> <li>• Distribution is outside</li> <li>• <b>Spanish speaking helpful</b> (but not required); preferred for check-in volunteer.</li> </ul>
<p><b>Wednesday PM - Choice Pantry Set Up</b></p> <p>3:30pm - 4:30pm each week,</p>	<ul style="list-style-type: none"> <li>• Set up distribution tables with food for Choice Pantry distributions</li> </ul>	<ul style="list-style-type: none"> <li>• Includes:                             <ul style="list-style-type: none"> <li>- Setting up folding tables &amp; chairs</li> <li>- Carrying food from packing room to distribution area and filling tables.</li> </ul> </li> <li>• High School students (age 16+) welcome</li> <li>• Food cartons can weigh up to 25-30 lbs</li> </ul>

<u>Day/ Time</u>	<u>Functions</u>	<u>Notes</u>
<p><b>Wednesday Evening - Choice Pantry</b></p> <p>5:30 - 8:15pm each week</p>	<ul style="list-style-type: none"> <li>• Greet, register &amp; interview clients.</li> <li>• Staff food tables to assist clients with food selection</li> <li>• Restock food tables as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual capability (Spanish) and basic computer knowledge needed for volunteers performing client check in.</li> <li>• Bilingual capability helpful but not required for other functions.</li> <li>• Food cartons can weigh up to 25-30 lbs (for volunteers able to help restock)</li> </ul>
<p><b>Thursday Morning - Homebound Delivery</b></p> <p>8:45am start 1st &amp; 3rd Thursday of the month</p>	<ul style="list-style-type: none"> <li>• Pick up pre-packed bags of food from Grace Trinity Church and deliver to homebound clients within the Town of Ossining (mostly within the village).</li> </ul>	<ul style="list-style-type: none"> <li>• Includes: <ul style="list-style-type: none"> <li>- Carrying bags from pantry area to car</li> <li>- Driving to client locations</li> </ul> </li> <li>• Requires use of personal car</li> <li>• Deliveries done by two person teams</li> <li>• Filled bags can weigh up to 25-30 lbs</li> </ul>
<p><b>Thursday Morning - Ossining Children Center</b></p> <p>8:45am start 1st &amp; 3rd Thursday of the month</p>	<ul style="list-style-type: none"> <li>• Pick up pre-packed bags of food from Grace Trinity Church and deliver to Ossining Children's Center.</li> </ul>	<ul style="list-style-type: none"> <li>• Includes: <ul style="list-style-type: none"> <li>- Carrying bags from pantry area to car</li> <li>- Driving to agency location (&lt; 1/2 mi)</li> <li>- Bringing bags into agency lobby.</li> </ul> </li> <li>• Requires use of personal car.</li> <li>• Filled bags can weigh up to 25-30 lbs</li> </ul>
<p><b>Thursday Mornings - Choice Pantry</b></p> <p>9:45am - 12:15pm each week</p>	<ul style="list-style-type: none"> <li>• Greet, register &amp; interview clients.</li> <li>• Staff food tables to assist clients with food selection.</li> <li>• Restock food tables as needed</li> <li>• Help close up the Pantry by putting away food and supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual capability (Spanish) and basic computer knowledge needed for volunteers performing client check in.</li> <li>• Bilingual capability helpful but not required for other functions.</li> <li>• Food cartons can weigh up to 25-30 lbs (for volunteers able to help restock and put away food and supplies)</li> </ul>
<p><b>Friday Mornings - Offload Food Delivery</b></p> <p>Approx. 8:30 - 10:30am each week</p>	<ul style="list-style-type: none"> <li>• Help unload Feeding Westchester delivery truck and bring offloaded food into storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Food cartons can weigh up to 25-30 lbs</li> <li>• Work inside and outside</li> <li>• Delivery times are not exact, volunteers notified to avoid unnecessary waiting.</li> </ul>

**Please call us (914-762-5510) or email us at [OssFoodPan@gmail.com](mailto:OssFoodPan@gmail.com) for more information. A volunteer will return your call/email.**