

St. Vincent

POVERTY

Experience

Community Food Pantry & Day Care Worker

Community Food Pantry & Day Care Worker Packet Contents:

1 Community Food Pantry & Day Care Worker Instruction Sheet
 1 Community Food Pantry & Day Care Worker Record Form
 18 Food Vouchers
 1 name tag
 1 pen/pencil
 1 pad of paper
 Crayons and coloring books
 \$200 in cash
 1 business and 2 closed signs

General Information –The Community Food Pantry & Day Care Worker has three tasks:

- 1) Give out cash and food vouchers
- 2) Hand out canned and packaged goods
- 3) Run a day care center for a limited number of 3 – 4 year olds

This month you have a fund of \$200 in cash which you may use to help families in need. You have a maximum of \$400 worth of food vouchers to distribute. You also have a limited supply of canned and packaged goods. The way in which you deal with clients is entirely up to you. Some ideas are:

- If they have interrupted you when you are quite busy, you may be impolite or not listen.
- If you have been “had” by “church members” or outsiders in the past, you may be quite suspicious.
- You may give some families advice but no money.
- You may simply refer people to other vendors around the room.
- You may receive families and children with kindness and compassion.

There is no requirement that you remain at church the whole hour. Churches are not always open. If you want to move out into the community to assist in some manner, you are free to do so. At the end of the “month” you will be asked to report on your experience with the families.

Responsibilities

- 1) Collect a transportation pass for each person (including children) who comes to the church. If a person has no pass, send him/her to Quik Cash to purchase.
- 2) Church policy regarding \$ 200 cash fund
 - You do not have to give any of your money away
 - You can give it all away at once or divide it among many
- 3) Church policy regarding \$400 in food vouchers
 - A family can receive only 1 food voucher a month
 - To have enough food vouchers for all 26 families, you would have to average about \$15 per family. You may, however, give more or less than that per family. Do not give out more than \$400 total. You will usually have less than 26 families.
 - When you use a voucher, fill in the family name and amount given.
- 4) Canned or packaged goods - You may give out a supply of food for one, two or three days, but no more.

Three days of food is valued at about \$40. Write on a sheet of paper the amount of food you are giving out.

Give the paper to the individual.

- 5) Day Care – You may receive up to 5 children 3 – 4 years old. However if you are tending children, you will have little time to deal with the food pantry, and it may have to remain closed.
- 6) Record Keeping – Record the amount given to each family on the Food Pantry Record Form. Mark down what was given out in food vouchers, cash and canned or packaged goods in the correct column. You must also record a list of the children you accept in Day Care.

Do Not Laminate

<p><i>St. Joseph's Church</i></p> <p>EMERGENCY FOOD VOUCHER</p> <p>Please allow the bearer credit at the Food-A-Rama Grocery Store.</p> <p>Name _____ Amount _____</p>	<p><i>St. Joseph's Church</i></p> <p>EMERGENCY FOOD VOUCHER</p> <p>Please allow the bearer credit at the Food-A-Rama Grocery Store.</p> <p>Name _____ Amount _____</p>
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St. Joseph's
Church
**Community Food Pantry
& Day Care Center**

Nametag

B.A. Friend

St. Joseph's Church

**COMMUNITY FOOD PANTRY
& DAY CARE**

