



Town of New Fairfield
Department of Social Services

Food Pantry - Volunteer Application

Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Email: _____ Cell Phone: _____

Emergency Contact: _____ Phone: _____

Start Date: _____ **Preferred Day & Time to work:** _____

Do you have any special needs? Yes ___ No ___
Assistance required _____

Do you require Verification of Community Service? Yes _____ No _____

To whom should it be addressed: _____

Total Hours Needed: _____

Volunteers under age 18 only:

School and Grade: _____

Parent/ Guardian Name: _____ Phone: _____

Signature of Parent/Guardian _____ Date: _____

Volunteer Signature: _____ Date: _____

New Fairfield Social Services Office hours:
Monday – Thursday 8:30am-5pm Friday 8:30am-12noon
Phone: 203-312-5669

Social Services Office is on the upper floor at the right side of the Senior Center - 33 Route 37

Volunteer Information

Please read and sign at bottom

Volunteering:

- The Pantry is in the rear of the Senior Center which closes at 4pm, so plan for that.
- Schedule your day & time with Social Services office 203-312-5669 the week prior.
- You will receive an orientation the first time you come in.
- Please contact the office 24 hours in advance if you have committed to work but are unable.
- All student volunteers must be age 15 in order to work alone.
- *Any student under 15 must be accompanied by an adult or group leader.*
- Students need to track their own volunteer hours after confirming a workday & time.
Social Services will provide verification of these hours for Community Service or other needs.

We are flexible with those who would like to help, but we do request dependability.

Description of work:

New donations:

- Look for food donations on the table or chest freezer in the hallway outside the Pantry.
- Donations need to be checked for *leaks, open containers and expiration date.*
- If they have any of these issues, do not put them in the Pantry. Place them in a paper bag, label it "Discard" and take it out to the trash bin on right side of building.
- After that, the items left are good to use & can be stocked on the Pantry shelves.
- Shelves must be kept in a neat and orderly manner, description label facing out, so customers can read them quickly.

If there are no new donations:

- Choose a shelf category and pull off those items & put the items on a cart.
- Wipe off the shelf with a paper towel.
- Check the expiration dates of items on the cart.
- Restock on the shelf according to expiration date, earliest in front and the rest stored by date behind them.

Before leaving:

- Please sign the Volunteer Log "***What we did in the Pantry today***" hanging on the right side of the door.

Thank you for helping!

Volunteer Signature: _____

Date: _____