



Quick Guide for Volunteers at the Lincoln Community Larder

Upon Arrival

- **Notepad** - check on desk for messages
- **List on wall** - check for any persons banned
- **Long table** - put items from long table onto shelves, if possible pulling items at the back to the front
- **Vegetables** - put into small trays, check if any are in the fridge
- **Eggs** - split into boxes of 2 or 3 and mark box with number
- **Tables** - check under tables for items from boxes to replenish shelves
- **Bags** - prepare some bags for use if time permits.

End of the Session

- **Stock check** - by named person
- **Bread** - move around the freezers, putting oldest at the top and fill one freezer before starting next – put sign on door of freezer to be used first for next session
- **Vegetables** - put appropriate vegetables in the fridge at the bottom
- **Eggs** - put unused eggs in the fridge
- **Vouchers** - put in the red box – “new” folder at the front, - key is in white box on wall
- **Cleaning** - wipe surfaces and if time sweep floor
- **Messages** - write any messages in notepad for volunteers at next session
- **Client Door** - check door is locked
- **Exit** - switch off lights, CHECK fridge and freezer doors are closed, ensure “yale” catch is working, set alarm.

During the Session

- **Donations received** - if items are donated during a session, empty the bags (if needed back) or put them to the side until there is time to check dates and shelves.

Problems?

Call 07914655460