



# Instructions for Volunteers with the Houston Food Mobile Distribution at Christ's Church

These scheduled events will be held Rain or Shine – Christ's Church provides ponchos.

Thank you for volunteering with the Houston Food Mobile Distribution. Your dedication helps ensure that our community receives essential food supplies efficiently and safely. Please review the instructions below to help make the event run smoothly.

Water, Gatorade and snacks are provided on site.

**What to Wear:** YOU MUST wear closed toe shoes or sneakers. Wear sunscreen, a hat and no short shorts or leggings as pants. Long hair should be up in a ponytail or clip.

- 1. Arrival and Check-In:** Arrive at Christ's Church, 1401 Bay Area Blvd., Houston, at 8 a.m. promptly. Sign in at the volunteer check-in station in the Education Building and receive your assignment, safety instructions, orientation and safety gear. Sign and date the Civil Rights Training and Basic Food Safety Training log. You must have your completed Parent Permission Slip at check-in if under the age of 18.
- 2. Safety Protocols:** Wear your provided vest if applicable and nitrile gloves if working with food at all times. Work gloves are provided and to be used for unloading large crates. Follow all safety rules. If you have any symptoms of illness, please notify a supervisor and do not participate. Any volunteers under the age of 18 MUST have a partner or parent accompany them inside the building for restroom use or break.
- 3. Station Assignments:** Volunteers will be assigned to stations such as bagging and sorting, carts, loading trunks, or traffic control and clean up detail. Listen carefully to instructions from team leaders and ask questions if needed. Be sure you have a substitute in place if you need to take a break.
- 4. Distribution Process:** Help assemble food packages and distribute them to recipients. Be courteous and respectful to everyone. A volunteer can only obtain food from this distribution if they are registered in the Link2Feed system and at the end of the distribution and as instructed by

the front supervisor. You may not eat anything when serving at the mobile truck. If you have a snack, please do that in the Education Building or at the outdoor benches under the front tree.

5. **Clean-Up:** After distribution, assist with cleaning the area, returning supplies to inside the Education Center and disposing of trash properly. Return all safety gear and check out with front supervisor before leaving.
6. **Emergency Procedures:** In case of emergency, follow directions from staff and move to the designated safe area.

Your efforts are greatly appreciated and vital to the success of the Houston Food Mobile Distribution. If you have any questions or concerns during the event, please contact a team leader or supervisor.

**Thank you for helping to fight hunger in Houston! You have helped serve approximately 220 households today – that’s about 1,000 men, women and children.**



