

COMMUNITY BASKET JOB DESCRIPTION

AFC should have a board member that attends board meetings. The representative does not need to be on the board but should be in communication with that board member.

The representative should try to attend and volunteer at each mobile distribution. There is also an opportunity for this representative to volunteer at the site pantry in Ida Grove.

Be familiar with the structure of the Community Basket

The 3rd Thursday afternoon of each month there is a mobile food distribution in one of the 7 towns in a rotation.

Arthur, Battle Creek, Holstein, Odebolt, Kiron, Galva, and Ida Grove

The site pantry in Ida Grove is open the other Thursday afternoons of the month.

Families can get food each month from these 2 distributions----once from the mobile and once from the site pantry.

Each family that receives food is required to have a signed form with address and phone # that is kept on file at the site pantry.

Each month the church secretary prints off the flyers. These flyers are posted in a timely framework in Arthur so people are aware of the date and location of the next food distribution. Your name will be on the flyer so that folks know who to call with questions or concerns.

Sparky's

UBI

Post Office

Community bulletin board outside of the library

The Community Basket representative is responsible for getting a list of folks that might need food delivered to them that month. Those names are to be given to one of the board members a few days before the actual distribution. This food needs to be taken to that person's home---be creative in how this is done depending on the circumstances. There is a need to have sturdy boxes available for these pre-orders.

Several months before the distribution is here in Arthur call UBI-Arthur to reserve the Community Building. They have the calendar. Good communication is important. The schedule is set by the board members usually a year at a time. It should be here in Arthur every 7th month.

(Example----in 2021 the mobile pantry will be in Arthur on June 17th then again the 3rd Thursday of January 2022)

Compiled 2/4/2020

Revised 2/3/21

COMMUNITY BASKET JOB DESCRIPTION
(continued)

As the time gets closer for the food distribution here in Arthur put together a volunteer crew to prepare for the arrival of the food---usually around 6000 # of food needs to be transferred from the truck to the rear dock of the Community Building then put out on tables. It takes people power and coordination.

Get the key to the building from UBI-Arthur during their business hours. It usually is available the day before the distribution and can be kept until the building is cleaned up the day after the distribution.

Prepare the Community Building for the arrival of the food. The truck usually arrives soon after the noon hour so have the building unlocked. (Mary has a diagram available as a guideline as to how the tables should be set---the chairs need to be away from all the tables)

Arrange for snacks for the volunteers and have someone helping in the kitchen. Usually there are 30 to 50 volunteers.

****Put a sign on the library door so folks coming for food know to use the door to the Community Building---not the library door. Communicate with the librarian re: the date of the distribution.

If there is snow and ice on the sidewalks, scoop and put out ice melt (both in front and at the rear of the building). It helps to communicate with the town man so that he is aware of the distribution.

****Remove the rugs in the entry way to prevent walkers from getting caught on them.

****If the weather is cold and wintry it is possible to set extra chairs up inside for those waiting for the door to "open" at 4:30 PM so that they can get in out of the elements. This is only if the weather is not favorable for waiting outside----some folks show up a couple hours early so we emphasize that the doors do not open until 4:30 PM.

There is also a need for folks with vehicles to help take left over food back to the site pantry in Ida Grove right after the distribution.

Clean up the building according to the policy of the Community Building that is posted and rearrange tables/chairs as they were before the distribution.

Take care of all trash and recyclables.

Return the key to UBI-Arthur during business hours.

After the distribution here in Arthur give a report to the church leadership with a "Thank You" to put in the bulletin.

Compiled 2/7/2020

Revised 2/3/21

**** Due to the COVID-19 precautions the mobile food distributions have been drive through events to reduce the # of people in the building. It takes more man power.