

SHS COMMUNITY FRIDGE VOLUNTEER TASKS AND INSTRUCTIONS

This document provides detailed instructions for SHS volunteers for tasks involved in the weekly stocking of the South Philadelphia Community Fridge at the corner of 6th St. and Titan. Please go to the section for the task you signed up for to see exactly what you need to do and how much time it will take.

I. WEEKLY STOCKING OF COMMUNITY FRIDGE

A. FRIDGE STOCKER (1 volunteer; approximately 45 minute time commitment not including travel)

1. Go to the South Philadelphia Community Fridge at the corner of 6th St. and Titan. The volunteers who are picking up the perishable and non-perishable food will meet you at the fridge around 1:15 pm.
2. Assist the other volunteers in cleaning the fridge, unpacking the food, and placing it in the fridge and on the shelves/top of fridge following the instructions in the perishables and non-perishables sections below.

B. NON-PERISHABLE FOOD PICK-UP, DELIVERY, AND STOCKING – (1 volunteer; approximately 1 hour time commitment not including travel)

1. Pick up the week's non-perishable items from SHS at 1:00pm.
2. The week's stock will be in a bin labelled with the delivery date in the entry level hallway. Place all items in the bin into the bags provided at SHS; *be careful not to overfill which makes them very heavy for moving*. Also pick up the bag with paper towels, a spray bottle filled with a disinfectant, and disposable gloves, or bring your own from home. *(Please return SHS cleaning supplies to the synagogue when you are done if you don't bring your own.)*
3. There is a fold-up shopping cart at SHS you can use to move the heavy bags to your car. *You can bring the cart with you to the fridge, but please return it to SHS when you are done.*
4. Deliver the food to the South Philadelphia Community Fridge at the corner of 6th St. and Titan, about an 8 minute drive from SHS. Currently, the non-perishable food can be placed on the cart next to the fridge and on top of the fridge.
5. If you were unable to find room for all of the items, you can either:
 - a. Take them to the South Philadelphia Community Fridge at the South-East corner of the Bok building (intersection of Mifflin St and S. 9th St) and put them in that location's non-perishable fridge, OR
 - b. Return the items to SHS and put them back in the appropriate cardboard box labelled for that type of item. Please notify Bob Kaufman (rlkaufman758@gmail.com) if you return items to SHS.

C. PERISHABLE FOOD PICK-UP, DELIVERY, AND STOCKING – (1 volunteer; approximately 1 hour time commitment not including travel)

1. Pick up perishables at 1:00pm at:
 - a. Giordano’s Garden Groceries, 1612 S. Front St., 19148 (215-389-6500).
2. Deliver food to South Philadelphia Community Fridge at the corner of 6th St. and Titan, about a 5 minute drive from Giordano’s. The other volunteers will meet you at the fridge to help with stocking.
3. Clean the perishable fridge before stocking it. The volunteer coming from SHS with the non-perishable food will bring cleaning supplies and disposable gloves.
4. Place food in the fridge (note: there is a lot of food but you should be able to get it all to fit). The following suggestions are helpful hints:
 - a. Remove food items that are bundled in plastic bags (e.g., potatoes, peppers, tomatoes, ginger, avocados, etc.) and put them loose on the shelves or in any bins in the fridge so individuals do not just take the entire bag;
 - b. Break up bread into smaller packages using the extra bags from items removed from them as just noted (in item 4b) wearing disposable gloves;
 - c. Put eggs on the bottom shelf and milk on the door;
 - d. Put butter in the freezer (and anything else that can be frozen) to conserve space.
5. Before leaving, open the camera on your phone, hold it up to the **QR code attached to fridge**, and tap the notification that comes up above the QR code to open the link.
 - a. Complete the survey for the organizers of the South Philadelphia Community Fridge so that they know we were there and what we did.
 - b. Also, take a photo of the full fridge and message it to the South Philadelphia Community Fridge through Instagram if you know how to do this, OR either text or email the photo to Bob (614-273-5126) or Laurie (614-403-9202).

II. PURCHASING AND ORGANIZING NON-PERISHABLE FOOD (Our overall goal is to maintain a 1-3 week supply of all non-perishable items at SHS.)

A. SHOPPER – (1 Volunteer every other week approximately 1-1.5 hour time commitment not including travel)

1. A Community Fridge committee member will send you the shopping list 2-3 days before the Monday of the week you signed up to shop. You can shop and deliver the non-perishable goods to SHS any weekday of that week during business hours,
2. Purchase the non-perishable goods on the shopping list from ShopRite at Whitman Plaza, 330 W Oregon Ave, Philadelphia, PA 19148 (*See Shopping Tips on the last page*). If you have not received a shopping list by email or have questions about the list, contact Bob Kaufman (rlkaufman758@gmail.com) who will send you a copy.
 - a. You need to pay and be reimbursed for your purchases (we are working out procedures to directly charge food purchases at ShopRite to an SHS account).
 - b. Save the itemized receipt for your ShopRite purchases and send it to Sahar at SHS by email (soz@societyhillsynagogue.org) or regular mail.

3. Deliver your purchases to SHS during its office hours (Mon, Tue, & Wed 9:00 am-5:00 pm, Thurs 9:00 am-4:00, and Fri 9:00 am-3:30 pm). Before delivery, you should call Leanne in the office (215-922-6590) to make sure the office is open. Leave the bags of goods by the bins in the hallway on the entry level as much out of the way as possible. Please deliver the items by the date shown on the shopping list.

B. ORGANIZER – (1 Volunteer every other week approximately 1-1.5 hour time commitment not including travel time)

1. Before going to SHS to organize the non-perishable items, call Leanne in the office at 215-922-6590 to make sure someone is there.
2. The organizer completes 2 tasks:
 - a. Sort newly purchased and donated food items into the cardboard boxes labeled with the type of item (e.g., canned beans, cereal, etc.). All labeled boxes are currently located in the hallway on the entry level. *Note that there are bags of surplus inventory on the side of the hallway across from the boxes that are already sorted into bags.*
 - b. Using the fridge food delivery list posted at SHS, assemble a bin for each of the next two open weeks' food deliveries. When you are done, label the bins with the next two delivery dates shown on the food delivery list. Cross off the dates you completed. If there are any items not in the boxes OR there is insufficient quantity, check the surplus inventory bags. If there are none in stock notify Bob Kaufman (rlkaufman758@gmail.com).

SHOPPING TIPS

1. Try to buy the least expensive brand of an item; this will often be the store brand. Look for items on sale!
2. Get a variety of items within a category if the prices are similar, e.g., rather than buying 5 cans of black beans, buy 2 cans of black beans, two cans of kidney beans, and 1 can of garbanzo beans (chick peas).
3. If possible, get 2 one-person serving size of an item & the rest multi-person serving size.
4. If possible, get canned goods with pull-top tabs.