

# Blazer Kitchen - 1613 Building

## *Volunteer Guide*



***Welcome!*** Thank you for taking the time to volunteer with us, your time spent here is valued and appreciated. Please review this Volunteer Guidebook to give you a more complete understanding of tasks and expectations.

**Welcome to Blazer Kitchen at the 1613 Building. We are so glad to have you here with us today. Below is some information that you need to know for your time here. We appreciate your hard work and hope to have you volunteer with us again.**

First, **please sign-in** on the volunteer sheet located on the metal cart as you walk in.

### **Tuesdays**

Volunteers might be assigned tasks until the truck arrives. As soon as the truck arrives from the Food Bank, the large boxes on dolly's located in the waiting room will be wheeled through the front doors and to the right. Volunteers will wait for movers to fill boxes with food and then wheel carts either into the appropriate room (dry food such as cans into the non-perishable room) or into the cold room (frozen, produce).

Next the temperature of the frozen food must be recorded. Then the frozen food must take priority being the first items put into the freezer. The produce will be sorted and any ruined/not edible items thrown out. The produce will then be put into the refrigerator. Any other cold items should be next in line for the refrigerator.

All dry food must be labeled with the best by date (found on can/box) and the expiration date (18 months added to the best by date).

Any dry USDA food must be labeled with a sticker reading, USDA.

The floors should be swept and mopped at the end of the day.

### **Wednesday & Thursday**

If you are signed up for the first shift, you will begin by setting up laptops.

Log-in Information for Technology:

1) Laptop #1

**Username:** .\blazerkitchen

**Password:**

2) Laptop #2 & #3

**Username:** uab\bnvf-kitchen

**Password:**

After logging into laptops #2 & #3, open Chrome web browser. Next select the BlazerPulse Checkout site bookmarked as well as the Google spreadsheet also bookmarked. Once you open the GivePulse page you will enter the following:

Once your technology is set-up, you will need to ensure:

1. The scale is turned on (switch is located underneath on the right).
2. You have the shopping weight forms on a clipboard with a pen.

When there is a **NEW shopper**, follow these steps:

- 1) All Blazer Kitchen shoppers must be entered in the GivePulse database.
- 2) The volunteer will select "users" and then "add user" from the drop-down menu labeled "actions".
- 3) All areas should be filled out. If a student lives with roommates do not include them in the household size.
- 4) A email will be sent for them to complete the TEFAP form.
- 5) A tour should be provided to ensure the shopper understands the process.

For **ALL shoppers**:

- 1) Only 2 shoppers can shop at a time due to restrictions.
- 2) The shopper must tap in at the One Card reader by the laptop located at the check-in. If they do not have their badge, they should enter their Blazer ID and press enter.
- 3) Once the shopper is done shopping, they will bring their basket to a check-out station.
- 4) To begin the shopping process, the volunteer needs to click the "Blazer Kitchen Checkout" book marked tab on the Blazer Kitchen administrative page. The volunteer will ask for shopper's One Card to get the shopper's name.
- 5) The volunteer should check to see if the shopper is eligible for USDA items (located by clicking the icon beside the shoppers name).
- 6) The volunteer needs to ensure all items are weighed and that these weights are recorded. Make sure to subtract the weight of the basket (2.2 pounds per basket). Weigh non-foods separately from food.
  - Shoppers will select more food items than will fit on the scale. In this case, weigh items in multiple sets and add the final numbers for one food total and one non-food total.
- 7) Make sure to look at the items and check that the appropriate number of items per category was selected. If there are too many items, let the shopper pick which item they want to put back on the self.
- 8) The volunteer should then verify the date of birth, gender, and status of the shopper in the database.
- 9) All the shoppers' items need to be bagged before leaving.

CATEGORIES for Blazer Kitchen Foods:

- **FROZEN FOOD**-Meats and cheeses
- **FRESH PRODUCE**-Fruits and vegetables
- **BAKERY**-Cakes, pies, cookies, breads
- **CANNED VEGETABLES**-Green beans, carrots, peas, butter beans, canned potatoes
- **CANNED SOUP**-Soups, stews, and gravy
- **CANNED PROTEIN** -Canned beans, meat, and nuts
- **CANNED FRUIT**-peaches, canned pumpkin, pears, oranges
- **PASTA, STARCH, & RICE** -Pasta, macaroni, rice, mashed potatoes, and ramen.
- **BREAKFAST**-cereal, oatmeal, pop tarts, grits
- **PEANUT BUTTER**
- **JELLY**
- **MISCELLANEOUS FOOD** (Limits vary based on availability)

CATEGORIES for USDA Foods:

**USDA foods change based on availability at the Food Bank of Central Alabama.**

CATEGORIES for Blazer Kitchen Non-Foods (not always available):

- **TOILETRIES**
- **DIAPERS**
- **HOUSEHOLD CLEANERS**
- **TOILET PAPER**
- **PAPER TOWELS**

Reminders for shoppers and volunteers:

- Remind shoppers the 1613 Building location is open Wednesday, Thursday, and every other Saturday.
- Let student shopper know they can access HSC Blazer Kitchen as well.
- Friendly reminder that they do need to carry everything with them. **We cannot hold items for shoppers unless it is Blazer Kitchen items!**
- Remind them to bring their own reusable shopping bags! We have limited bags which are donated to us.
- Blazer Kitchen does have food and non-food items. Non-food items include toiletries and household items.
- As the shoppers' place Blazer Kitchen food and non-food selections on the counter, the volunteer can begin to weigh items.
  - Often, students will select more food items than what fits on the scale at one time. In this case, weigh items in multiple sets and add the final numbers for one food total and one non-food total.

#### Other Responsibilities of the Volunteers:

***The following are tasks that the intern/volunteer could be doing when there are no shoppers at Blazer Kitchen.***

- Ensure that Blazer Kitchen's available items look **presentable**. This includes limiting any gaps in the shelving (ex. pull food items closer to the front of the shelves) and that all labels are facing out for easy readability
- **Restock** any items, as needed from storage.
- **Weigh** any food or non-food **donations** before they are stocked or stored
- Check to see if there are any **cardboard boxes** that needs to be flattened and take to the **recycle** station which is located behind the building.

#### For all volunteers departing for the day:

1. If leaving at closing time (5:00pm on Wednesday, 7:00pm on Thursday),
  - a. Check that all technology is turned off
  - b. Turn off scale (on/off switch on the bottom right of the scale)
  - c. Wipe scales, surfaces, refrigerators, and freezers
  - d. Sweep waiting room, sweep pantry and mop pantry
2. Sign-out on the volunteer sign-in sheet located at the service desk
3. Create an impact on BlazerPulse to record your volunteer hours

#### Volunteer Competencies & Learning Outcomes:

1. Cultural Humility and Global Fluency
2. Technology
3. Social Leadership and Responsible Citizenship
  - a. *Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.*
4. Critical Thinking and Problem Solving