



Thank you for volunteering at Our Daily Bread Food Pantry (ODBFP) on Marco Island. We hope that your experiences here will be positive and rewarding to you while you provide a valuable service to our community's people in need. Our network of volunteers is our most cherished asset. You make ODBFP a reality! We hope to have a long and lasting relationship with you.

Our Vision: "Working to Wipe out Hunger"

Our Mission: Our Daily Bread Food Pantry exists to share the love of God by reducing hunger and building relationships in our community. Our goal is to offer nourishing food choices, encouragement and hope.

- The pantry opened on January 9, 2016
- We are a volunteer and non-profit 501c3 organization
- Supported by local churches, congregations, neighborhoods, multiple civic and community organizations, and a most generous community.

How Our Daily Bread is structured: We serve those who live or work on Marco Island and Goodland and communities in southwest Collier County, including the Isles of Capri and Naples. ODBFP has a 5 person Board, chaired by Allyson Richards of AL's Pals, which meets quarterly. The three corporate officers (President, Vice President and Treasurer) are also on the Board and meet as the Leadership Team. The Directors share all of the responsibilities for managing the pantry and our 200 active volunteers, senior programs, financial, marketing, communications, public relations, fundraising, I/T, registration, mobile outreaches, planning, grants, food procurement and weekly operations involved with running the pantry. Volunteers should report to any of the Directors or one of our Managers, and/or an assigned Lead in your area.

Our Partnerships: These partnerships allow us to receive government commodities and purchase food at greatly reduced prices. As a partner, we are required to follow the rules and guidelines set forth by these organizations.

- Alliance for Period Supplies
- Collier Harvest Foundation
- Harry Chapin Food Bank
- For the Love of Cats
- Goya Foods
- Midwest Food Bank
- USDA "The Emergency Food Assistance Program (TEFAP)"

We also partner with Baby Basics to provide diapers to our Guests, AL's Pals to execute our Mobile distributions, Bargain Basket and members of Hunger and Homeless Coalition to meet non-food needs.

Directors: The Directors and Managers are the persons to whom volunteers report. Please remember that these people are also dedicated non-paid volunteers. They devote countless hours to serving Our Daily Bread and accept the stressful responsibilities associated with their positions. They should be your point of reference when you are presented with an unknown situation. The staff/volunteers have spent many hours developing procedures to make the operations run smoothly. Please follow procedures as they are written. ODBFP strives for continuous improvement and is certainly open to suggestions, changes, and improvements. We do ask that you please try to be sensitive to those who have established procedures before you based on previous experience. Changes to any procedure must be approved by the appropriate Manager or Director and should not be implemented until the change has been approved and properly communicated to those involved. (See page 3 for Director Responsibilities)





Confidentiality: Because Our Daily Bread Food Pantry is working directly with individuals and families, many in crisis situations. You may occasionally become knowledgeable of information usually considered very private. Confidentiality of information is extremely important. You are not to talk or relay any confidential information to anyone beyond those volunteers working directly with our guests who have a need to know.

Being Non-judgmental: We all see and hear things from time to time that disagrees with our upbringing, values, common sense or many other factors. At Our Daily Bread Food Pantry, as a volunteer, you must control gut reactions. Sharing your beliefs/feelings about certain guests, situations, or 'types' with other volunteers OR guests is not appropriate. Keep in mind that you probably do not know all or even most of the facts about a given situation.

Importance of Attendance and Punctuality: We have many volunteers serving at Our Daily Bread Food Pantry and we try to schedule you according to your wishes. Once you accept to attend a specific day, we are counting on you to be here and at the time specified. If you cannot attend, remove yourself from the schedule or contact our Volunteer Director, Nancy Kot (706-566-8532) or nancy@ourdailybreadfoodpantry.org.

Dress and General Behavior: Dress in a tastefully casual manner, knowing that your tasks may involve some lifting, bending, or reaching. Shoes that fully cover your feet are required due to the risk of injury from dropping items or stubbed toes. Bottled water is available for all volunteers and often, snacks are in the Auburndale room.

Non-Discrimination Policy: Our Daily Bread Food Pantry does not discriminate on the basis of gender, national origin, religion, sex, or disability. If you feel, or a guest feels, that this policy is being broken, please inform one of the Directors. Harassment (verbal, mental or sexual) is another form of discrimination and is unacceptable. If you are encountering this behavior, whether directed at you or someone else, report this behavior to a Director. The situation will be addressed immediately. If you are participating in this behavior, you may be asked to leave. If you find yourself in a difficult situation where a guest is verbally abusive or making you feel, or someone feels uncomfortable, see a Director immediately. There is no reason any volunteer should feel unsafe while serving guests.

Concerns or Complaints: Please direct any concerns or complaints privately to one of the Directors. We will do our best to see that the matter is handled to your satisfaction.

Health and Safety Procedures: We care about your health. Please do not come in when you are sick or temporarily disabled. Please keep us informed of your condition. When volunteering, your task may require you to deal directly with our guests. Please ensure that you comply with any Emergency or Covid-19 policy changes that are in effect at the time. Frequent hand washing may be necessary and is strongly advised. Some jobs may also require lifting, sometimes 50 lbs. or more. Do not attempt to do more than you are able to do. There are many volunteers to share the work. Report any accidents or injuries to a Director or Manager immediately so that appropriate medical steps may be taken.

Access to the building: The pantry entrances are locked at all times until the pantry is open for business and/or volunteer days. If you are asked to perform a task when the pantry is closed, obtain information from your Manager or Director on how to use the Key Lockbox. On Saturday Pantry days please park next door to the pantry.

Volunteer Sign-up/Scheduling: It's so easy! You will receive an email from 'Our Daily Bread Food Pantry'. The tool used is Signup Genius (SUG). The days, hours and number of volunteers required will be outlined. All you do is **sign up and submit!** You will receive a confirmation email. Also remember to use the sign up log in the Auburndale Room when you work at the pantry or if you work from home send your hours weekly or monthly to Deb Dawson, deb@ourdailybreadfoodpantry.org

Representing Our Daily Bread Food Pantry: Your positive representation of Our Daily Bread and its mission is probably the best free publicity we can get. Community people listen and form opinions about us based on what you and other volunteers convey to them. So, please speak favorably, keep the laundry list at home and remember the importance of confidentiality. Our Daily Bread volunteers should not enter into any agreement of any kind that will affect the program. If you are approached by an individual or group for a proposal about a drive, donation, speech, press release, contract, etc...., please pass the information to one of the Directors.

General Attitude: In closing, we strive for a professional, positive and fun atmosphere at Our Daily Bread. It is very hard for our guests to come to us. It is our responsibility to be supportive and uplifting when serving individuals with stressful situations. Receiving food from Our Daily Bread Food Pantry should be a blessing and the easiest task our guest should have to do all day!





WELCOME AND THANK YOU FOR BEING A VOLUNTEER WITH OUR DAILY BREAD FOOD PANTRY!

The Leadership Team, Nancy Kot, Liz Pecora and Ron Saffin

Responsibilities:

Nancy Kot

President, Volunteers (scheduling, training), Human Resources, Senior Programs, Strategy, Fundraising
nancy@ourdailybreadfoodpantry.org
706-566-8532

Liz Pecora

Vice President, Marketing, Communications, Public Relations, Grants
liz@ourdailybreadfoodpantry.org
239-537-2877

Ron Saffin

Treasurer, Financial accounts/reports, Audit, Budget
ron@ourdailybreadfoodpantry.org
239-877-1432

Please bookmark our fabulous Volunteer Web site for current news. You'll get the latest and greatest news about the organization. You'll read and see how YOU make a difference.

<https://ourdailybreadfp.wixsite.com/odbfp-volunteer-port>

File name: New Volunteer Welcome – May 2023

