



***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 and became a non-profit 501c3 corporation in 2019.
- We are a volunteer organization with the exception of an Executive Director. Our amazing team of over 250 people endlessly give of their time and talents.
- We exist through the generosity of local churches, congregations, neighborhoods, multiple civic and community organizations, and our wonderful community.

**How Our Daily Bread is structured:** We serve those who live or work on Marco Island and Goodland and communities throughout Collier County, including the Isles of Capri and Naples. ODBFP has an 8 person Board, chaired by Allyson Richards, which meets at least quarterly. The Executive Director has the responsibility for leading the pantry from both strategic and tactical perspectives. Each of the following areas has a Volunteer Manager who coordinates activities within the identified area: Volunteers, Senior Programs, and Special Projects; Finance; Marketing; Communications; I/T; Registration, Mobile Outreaches; Planning; Food Procurement; Distribution Operations; and Office Operations.

**Our Partnerships:** These partnerships allow us to receive government commodities, purchase food at no cost or greatly reduced prices, or provide non-food supplies as no cost. As a partner, we may be/are required to follow the rules and guidelines set forth by these organizations.

- Alliance for Period Supplies
- Collier Harvest Foundation
- Harry Chapin Food Bank
- Goya Foods
- Midwest Food Bank
- USDA "The Emergency Food Assistance Program (TEFAP)"
- Baby Basics
- Bargain Basket

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 work a minimum of 2 shifts in a position to fully understand the established procedures and the reasons (safety, efficiency, etc.) used to develop them. Please try to be sensitive to those who have established these procedures over the last 7+ years. Changes to any procedure must be approved by the appropriate Manager and should not be implemented until the change has been approved and properly communicated to those involved. (See page 3 for Responsibilities)





# Our Daily Bread Food Pantry

239.259.5188

info@ourdailybreadfoodpantry.org

P.O. Box 109 Marco Island, FL 34146

ourdailybreadfoodpantry.org

**Confidentiality:** 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 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. For our Operation SUG, if you cannot attend, remove yourself from the schedule or contact our Manager of Volunteers, Nancy Kot (706-566-8532) or nancy@ourdailybreadfoodpantry.org. For the Mobile SUG, you will contact Linda Birdwell (847-977-4862) or linda@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. We encourage all volunteers to wear a Pantry shirt, a name tag, an apron, or ball cap so that guests can recognize workers.

**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 Managers. 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 Manager. 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 Manager 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 Managers. 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 Health 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 Lead or Manager immediately so that appropriate medical steps may be taken. Our Daily Bread Food Pantry has a safety/incident reporting process that must be followed.

**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 on how to use the Key Lockbox. On Saturday Pantry days please park next door to the pantry in the Ballfield parking lot.

**Volunteer Sign-up/Scheduling:** It's so easy! You will receive an email from 'Our Daily Bread Food Pantry' through our electronic scheduling program 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. This tool also allows you to delete your sign-up if your schedule changes. 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 Managers or the Executive Director.

**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!





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

Evelyn Rossetti-Ryan – Executive Director

### Responsibilities:

Nancy Kot

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

Liz Pecora

Communications, Public Relations, Grants  
[liz@ourdailybreadfoodpantry.org](mailto:liz@ourdailybreadfoodpantry.org)  
239-537-2877

Ron Saffin

Treasurer, Financial accounts/reports, Audit, Budget  
[ron@ourdailybreadfoodpantry.org](mailto:ron@ourdailybreadfoodpantry.org)  
239-877-1432

Linda Birdwell

Registration, Mobiles, Process  
[linda@ourdailybreadfoodpantry.org](mailto:linda@ourdailybreadfoodpantry.org)  
847-977-4862

Mary Cory

Finance  
[mary@ourdailybreadfoodpantry.org](mailto:mary@ourdailybreadfoodpantry.org)  
215-292-1186

Jan Jackman

I/T  
[jan@ourdailybreadfoodpantry.org](mailto:jan@ourdailybreadfoodpantry.org)  
239-682-1940

Nancy McClay

Food Distribution  
[nmmarco@outlook.com](mailto:nmmarco@outlook.com)  
207-450-5553

Ron McClay

Food Procurement  
[ronm@ourdailybreadfoodpantry.org](mailto:ronm@ourdailybreadfoodpantry.org)  
207-450-5555

Roger Miller

Planning Team  
[roger@ourdailybreadfoodpantry.org](mailto:roger@ourdailybreadfoodpantry.org)  
614-580-1682

Jen Sprague

Marketing/Donor Management  
[jen@ourdailybreadfoodpantry.org](mailto:jen@ourdailybreadfoodpantry.org)  
203-832-5294

TBD – Office Manager

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 understand how YOU make a difference.

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

**File name: New Volunteer Welcome – October 2023**

