

Blazer Kitchen at Medical Towers

Volunteer Guide



BLAZER

KITCHEN

UNITED IN THE FIGHT AGAINST HUNGER

***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 Medical Towers. 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 boxes either into the waiting room (dry food such as cans) or into the main pantry (frozen, produce, bakery).

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.

Dry food can then be brought into the main pantry area. 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.

Lastly, the bakery can be placed on the shelf that is moved to the center of the pantry.

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 removing the laptops and power cords from the back room (in the filing cabinet). Then you will set out laptops #2 & #3 in the back for check-out stations. Laptop #1 is place on the metal cart by the door and connect the One Tap reader via USB. You will then need to log into the 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 Blazerkitchen.org site bookmarked as well as the Google spreadsheet also bookmarked. Once you open Blazerkitchen.org page you will enter the following:

When asked to select a site: *select* Medical Towers

Log-in E-mail: servicelearn@uab.edu

Password:

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 blazerkitchen.org database.
- 2) The volunteer will select clients and then new shopper from the drop-down menu.
- 3) All areas should be filled out. If a student lives with roommates do not include them in the household size. If you click the ? icon you will see a chart for household income.
- 4) A TEFAP form should be printed for the shopper to sign.
- 5) A tour should be provided to ensure the shopper understands the process.
- 6) Lastly, the TEFAP form should be hole-punched and inserted into the binder labeled 2019-2020 shoppers.

For **ALL shoppers**:

- 1) Only 3 shoppers can shop at a time due to limited space.
- 2) The shopper must tap in at the One Card reader by the laptop located by the door. 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 Shopping" 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 under the shopper's name).
- 6) The volunteer should then write the date and name of the shopper on the shopping weights form.
- 7) The volunteer needs to ensure all items are weighed and that these weights are recorded on the shopping weights form. Make sure to subtract the weight of the basket (posted on check-out station). Weigh non-foods separately from food.
 - o 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.
- 8) 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.
- 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. Please refer to the food limit sheets to check.

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

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

Reminders for shoppers and volunteers:

- Remind shoppers Medical Towers location is open Wednesday and Thursday.
- 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!**
- 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 (4:00pm 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 behind the door
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