



**Our Daily Bread Food Pantry
1450 Winterberry Drive
Marco Island, Florida 34145**

“Working to Wipe Out Hunger”

Thank you for volunteering at Our Daily Bread Food Pantry on Marco Island. We hope that your experiences here will be positive and rewarding to you while you provide a valuable service to our area’s people in need. You are one of a large network of volunteers serving Our Daily Bread (ODB), and without volunteers we could not operate effectively. 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 Christ by reducing hunger and building relationships in our community. Our goal is to offer nourishing food choices, encouragement and hope.

- The only food pantry between Everglades City and Midtown Naples.
- The pantry opened in 2016
- We are an ALL volunteer and non-profit 501c3 organization.
- Supported by 10 of the local churches, congregations and multiple community organizations

How Our Daily Bread is structured: We serve those who live or work on Marco Island, Isles of Capri, Goodland and East Naples. Our Daily Bread is run by 4 Directors along with many volunteers. The Directors share all of the responsibilities of managing the business, volunteers, senior programs, financial, marketing, communications, public relations, fundraising, food procurement and weekly operations involved with running the pantry. Volunteers should report to any of the 4 Directors 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.

- Harry Chapin Food Bank
- Midwest Food Bank
- Collier Harvest Foundation
- USDA

Directors: The Directors are the persons to who volunteers report to. Please remember that these people are also dedicated non-paid volunteers. The Directors devote countless hours to serving Our Daily Bread and accept the stressful responsibilities associated with their positions. They are not in these positions to micro-manage, but should be your point of references when you are presented with an unknown situation. The staff/volunteers at our Daily Bread have spent many hours developing procedures to make the operations run smoothly. Please follow procedures as instructed. Certainly we are open to suggestions, changes and improvements, but please try to be sensitive of those having already set forth procedures before you. (see page 3 for Director responsibilities)

Confidentiality: Because Our Daily Bread is working directly with individuals and families, many in crisis situations, you may occasionally become knowledgeable of information usually considered very private. Confidentially 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.

Being Non-judgmental: We all see and hear things from time to time that disagree with our upbringing, values, common sense or many other factors. At Our Daily Bread, 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 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, please contact our Volunteer Director, Nancy Kot (706-566-8532) or nancy@ourdailybreadfoodpantry.com

Dress and General Behavior: Dress is 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 Connect 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 feel uncomfortable, see a Director immediately. There is no reason any volunteer should feel unsafe while serving clients.

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. As with any group, they may bring germs into the pantry. Germs may be airborne or passed on through paper handling, carts or tables, shaking hands, etc. Frequent hand washing may be necessary and is strongly advised. Some jobs may also require lifting, sometimes 50lbs or more. Do not attempt to do more than you are able to do. There are many volunteers to share the work.

Access to the building: The pantry entrances are locked at all times until the pantry is open for business and/or volunteer days. When entering the building, use the back entrance, especially when entering on 'shopping' days (2nd and 4th Saturdays).

Volunteer Sign-up/Scheduling: It's so easy! You will receive an email from 'Our Daily Bread Food Pantry'. The tool used is SignUpGenius (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.

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 walk thru our doors. 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 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!

The Director Team, Vicki Johnson, Nancy Kot, Jo Anne Lundquist and Liz Pecora

Director Responsibilities

Vicki Johnson

Finance, Office Management, I/T (Computers, printers, telephone service ect.)

vicki@ourdailybreadfoodpantry.com

239-595-8190

Nancy Kot

Volunteers (scheduling, training) Human Resources, Senior Programs, Next Generation

nancykot@ourdailbreadfoodpantry.com

706-566-8532

Jo Anne Lundquist

Food Procurement, Food Distribution/Pick-up, Overall day to day Building/Operations

jo@ourdailybreadfoodpantry.com

239-595-4300

Liz Pecora

Marketing, Communications, Public Relations, Fundraising

liz@ourdailybreadfoodpantry.com

239-537-2877

Our Daily Bread Food Pantry

info@ourdailybreadpantry.com

volunteer@ourdailybreadfoodpantry.com

239-259-5188