



Greencastle of North Aurora Food Distribution Training

100 Mitchell Road, North Aurora

Thank you for helping with the food pantry distribution for our senior citizen neighbors. Your smile, love, and kindness will bring joy to the residents' day. Here is an outline of how we will help:

- Park along the service drive at the back of the building when you arrive and enter through the Community Room at the back of the building by the patio.
- A truck from the Aurora Area Interfaith Food Pantry will arrive between 10 and 10:30 a.m.
- Carts will be available on the patio or just inside the door to help unload the groceries from the truck.
- Supplies including masks, rubber gloves, and name tags will be available.
- Please help bring boxes of food into the Community Room and unload on the tables.
 - Shelf stable foods and bread go on the long banquet tables.
 - Unload heavy items on the tables closest to the check in table.
 - Lighter items such as eggs and produce will go on the round tables.
- Produce: Sort and remove from boxes. Wrap individual produce in produce bags. Large bags of produce can be bagged into smaller quantities. Put in bowls or on platters. Dispose of any that is not good.
- Break down boxes and place in the garbage bin. Bring to the recycling dumpster.
- Residents will start to socialize outside of the Community Room. Disposable “numbers” can be distributed. We will open after set- up.
- Residents sign up each week. We will have 3- 5 residents in the room at a time. A friendly volunteer can greet the residents and cross the names off the list as residents enter. If a resident comes in who is not signed up, please write their name on the list and encourage them to sign up in the lobby for next week.
- Some residents prefer to have food delivered to their apartment door. See the sign- up sheet for their information. Gather food in the paper bags provided and deliver to their door.
- There are many ways that you can help our residents such as reading labels and helping them put food into their carts. If a resident needs help bringing food to their apartment door, please feel free to do so. However, we ask that you do not enter their apartment.
- Enjoy socializing with the residents – you will bring them such joy!

Thank you for your help! Katie Tessmer 630-966-0970