

## Mama's Kitchen Volunteer Shift Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Inventory 7:00 – 8:30 am 1-2 volunteers			Inventory 7:00 – 8:30 am 1-2 volunteers	
Bag Setup 8:00 am – 12:00 pm 1-2 volunteers	(Cold) Grocery Bag Assembly 8:00 – 11:30 am 6-8 volunteers	Meal Plating 8:00 am – 12:00 pm 6-8 volunteers	Bag Setup 8:00 am – 12:00 pm 1-2 volunteers	(Cold) Grocery Bag Assembly 8:00 – 11:30 am 6-8 volunteers
Meal Plating 8:00 am – 12:00 pm 6-8 volunteers	Meal Bundling 8:00 – 11:30 am 5-7 volunteers		Meal Plating 8:00 am – 12:00 pm 6-8 volunteers	Meal Bundling 8:00 – 11:30 am 5-7 volunteers
(Dry) Grocery Bag Assembly 9:00 am – 12:00 pm 6-8 volunteers	Early Route Delivery Drivers 12:00 – 3:30pm ~ 11 routes		(Dry) Grocery Bag Assembly 9:00 am – 12:00 pm 6-8 volunteers	Early Route Delivery Drivers 12:00 – 3:30pm ~ 11 routes
	Staging (Delivery Bag Assembly) 1:00 – 3:00 pm 5-7 volunteers			Staging (Delivery Bag Assembly) 1:00 – 3:00 pm 5-7 volunteers
Meal Plating 12:30 – 2:30 pm 5-6 volunteers	Cart Loading 2:00 – 4:00 pm 1-2 volunteers		Meal Plating 12:30 – 2:30 pm 5-6 volunteers	Cart Loading 2:00 – 4:00 pm 1-2 volunteers
Special Bags 2:00 – 4:00 pm 3 volunteers	Regular Route Delivery Drivers 3:00 – 6:00pm ~ 43 routes		Special Bags 2:00 – 4:00 pm 3 volunteers	Regular Route Delivery Drivers 3:00 – 6:00pm ~ 43 routes
Front Desk & Office Support 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	Front Desk & Office Support 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	Front Desk & Office Support 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	Front Desk & Office Support 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	Front Desk & Office Support 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>

### Good for Groups:

- **Meal Plating** involves placing or scooping food items into the black meal trays, which are then set into the tray sealing machine, labeled, and stacked for refrigeration.
- **Grocery Bag Assembly** involves adding items to small grocery bags, and tying the bags closed. “Dry” grocery bags include items like fruit, cereal, peanut butter, etc. and are assembled the day before delivery. “Cold” grocery bags include things like milk, yogurt, string cheese, etc. and are assembled on the morning of delivery day. *Grocery bag volunteers may also assist with Bag Setup (opening up delivery bags on the staging tables) as needed.*
- **Staging (Delivery Bag Assembly)** involves adding meal bundles and both grocery bags to the delivery bags and then placing completed delivery bags on carts for delivery drivers. This can be a busy and fast-paced activity, so be prepared to move!
- **Delivery Routes** are a great activity for small groups (2-3 volunteers per car). One volunteer drives the route while a second volunteer helps navigate and read route sheet instructions. One passenger can get out to delivery the meals or multiple volunteers can take turns!