

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 Meal Delivery 12:00 – 3:30pm ~ 11 routes	EFA Bag Assembly 8:30 am – 11:30 am* *timing can be shifted 1-2 volunteers	(Dry) Grocery Bag Assembly 9:00 am – 12:00 pm 6-8 volunteers	Early Route Meal Delivery 12:00 – 3:30pm ~ 11 routes
Meal Plating 12:30 – 2:30 pm 5-6 volunteers	Staging (Delivery Bag Assembly) 1:00 – 3:00 pm 5-7 volunteers		Meal Plating 12:30 – 2:30 pm 5-6 volunteers	Staging (Delivery Bag Assembly) 1:00 – 3:00 pm 5-7 volunteers
Special Bags 2:00 – 4:00 pm 3 volunteers	Cart Loading 2:00 – 4:00 pm 1-2 volunteers		Special Bags 2:00 – 4:00 pm 3 volunteers	Cart Loading 2:00 – 4:00 pm 1-2 volunteers
Early Route Staging & Prep 2:00 – 4:00 pm 2 volunteers	Afternoon Route Meal Delivery 3:00 – 6:00pm ~ 44 routes		Early Route Staging & Prep 2:00 – 4:00 pm 2 volunteers	Afternoon Route Meal Delivery 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 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 fruit, cereal, etc. and are assembled the day before delivery. **“Cold” grocery bags** include milk, yogurt, etc. and are assembled on the morning of delivery. *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 drivers. This can be a busy and fast-paced activity, so be prepared to move!
- **EFA Bag assembly** involves putting together bags of non-perishable goods for our emergency food assistance program. Timing can shift as needed.
- **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!

