

# Mama’s Kitchen Volunteer Shift Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Inventory</b> 7:00 – 8:30 am 1-2 volunteers			<b>Inventory</b> 7:00 – 8:30 am 1-2 volunteers	
<b>Bag Setup</b> 8:00 am – 12:00 pm 2 volunteers	<b>(Cold) Grocery Bag Assembly</b> 8:00 – 11:30 am 6-8 volunteers	<b>Meal Plating</b> 8:00 am – 12:00 pm 5-6 volunteers	<b>Bag Setup</b> 8:00 am – 12:00 pm 2 volunteers	<b>(Cold) Grocery Bag Assembly</b> 8:00 – 11:30 am 6-8 volunteers
<b>Meal Plating</b> 8:00 am – 12:00 pm 5-6 volunteers	<b>Meal Bundling</b> 8:00 – 11:30 am 1-3 volunteers		<b>Meal Plating</b> 8:00 am – 12:00 pm 5-6 volunteers	<b>Meal Bundling</b> 8:00 – 11:30 am 1-3 volunteers
<b>(Dry) Grocery Bag Assembly</b> 9:00 am – 12:00 pm 5-7 volunteers	<b>Early Route Meal Delivery</b> 12:00 – 3:30pm ~ 11 routes	<b>EFA Bag Assembly</b> 8:30 am – 11:00 am 1-2 volunteers	<b>(Dry) Grocery Bag Assembly</b> 9:00 am – 12:00 pm 5-7 volunteers	<b>Early Route Meal Delivery</b> 12:00 – 3:30pm ~ 11 routes
<b>Meal Plating</b> 12:30 – 2:30 pm 5-6 volunteers	<b>Staging (Delivery Bag Assembly)</b> 1:00 – 3:00 pm 5-7 volunteers		<b>Meal Plating</b> 12:30 – 2:30 pm 5-6 volunteers	<b>Staging (Delivery Bag Assembly)</b> 1:00 – 3:00 pm 5-7 volunteers
<b>Special Bags</b> 2:00 – 4:00 pm 3 volunteers	<b>Cart Loading</b> 2:00 – 4:00 pm 2-3 volunteers		<b>Special Bags</b> 2:00 – 4:00 pm 3 volunteers	<b>Cart Loading</b> 2:00 – 4:00 pm 2-3 volunteers
<b>Early Route Staging &amp; Prep</b> 2:00 – 4:00 pm 2 volunteers	<b>Afternoon Route Meal Delivery</b> 3:00 – 6:00pm ~ 44 routes		<b>Early Route Staging &amp; Prep</b> 2:00 – 4:00 pm 2 volunteers	<b>Afternoon Route Meal Delivery</b> 3:00 – 6:00pm ~ 43 routes
<b>Front Desk &amp; Office Support</b> 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	<b>Front Desk &amp; Office Support</b> 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	<b>Front Desk &amp; Office Support</b> 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	<b>Front Desk &amp; Office Support</b> 9:00 am – 12:00 pm; 12:00 – 3:00 pm; or 3:00 – 6:00 pm 1 volunteer <i>per shift</i>	<b>Front Desk &amp; Office Support</b> 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!