



**EMPOWERING
THE MASSES**
ONE PERSON AT A TIME

EMPOWERING THE MASSES FOOD PANTRY

Volunteer Orientation

What We'll Cover

Who is Empowering The Masses

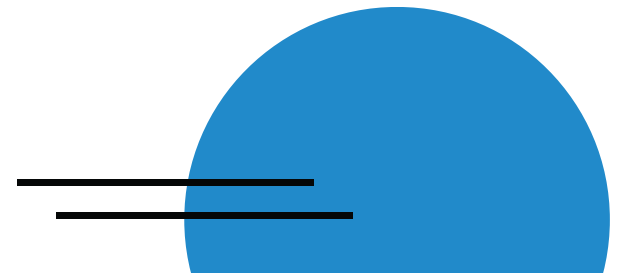
Volunteer Roles, Responsibilities and Reminders

Food Pantry FAQs and Guidelines

Food Handling and Care Guidelines

Personal Safety Tips

Summary



About ETM

Our Mission is simple

To empower the masses through education and advocacy. As a full-service nonprofit, we strive to create communal vitality by providing our East and South Dallas neighbors with nutritional resources, educational programs and vocational opportunities to live empowered.

Key Programs and Services Include



Food
Pantry



Vocational
Training



Educational
Programs



Community
Outreach



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Want to learn more?

visit us at empoweringthemas.org

About the Food Pantry

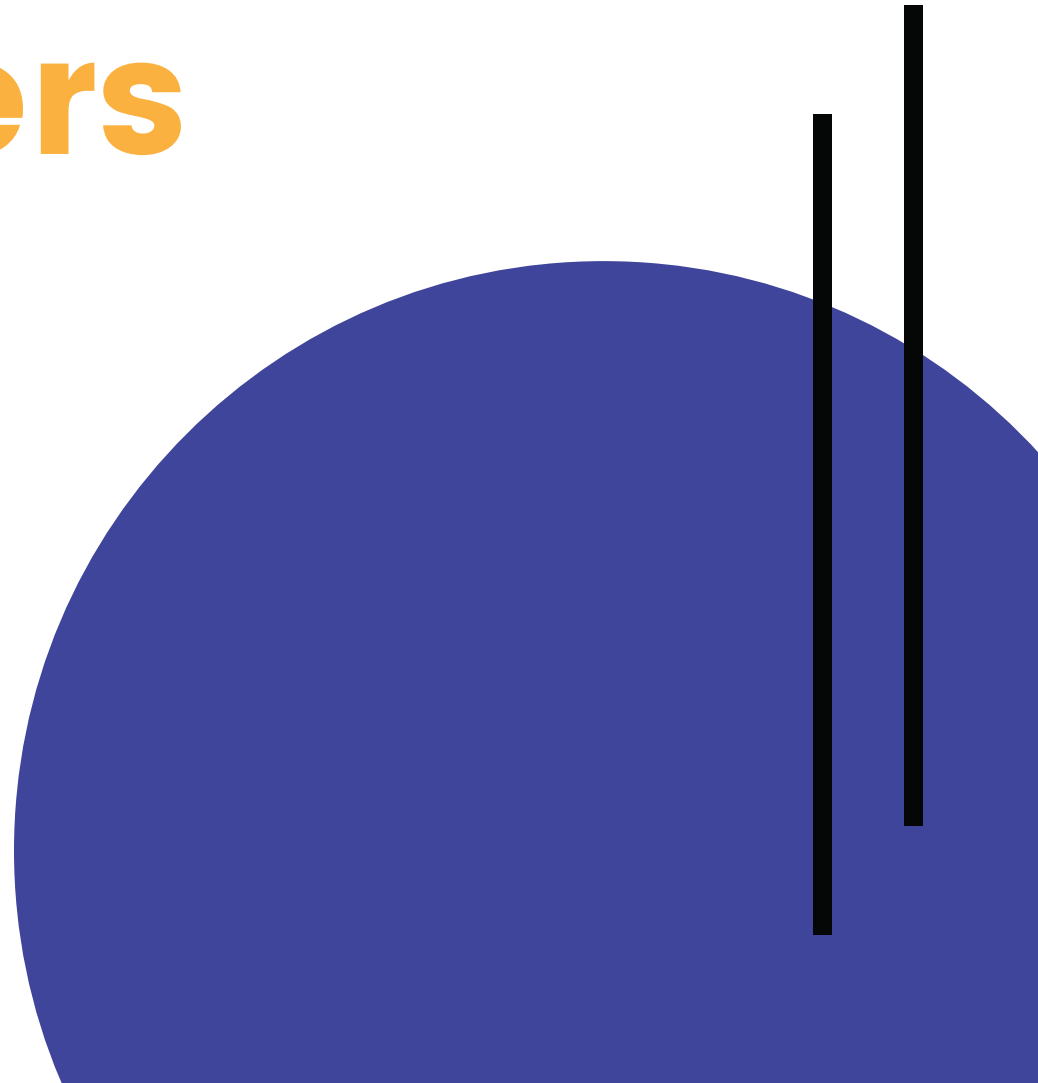
A BRIEF BACKGROUND

Through our partnerships with many sponsors, we are able to distribute food to those individuals and families who are in need Every Saturday of the month.

This is where YOUR help comes in.



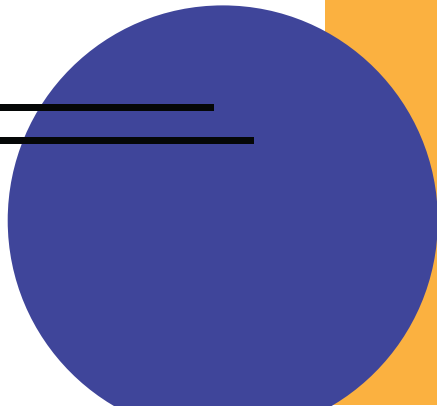
Volunteer Roles, Responsibilities & Reminders



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The smallest act of
kindness is worth more
the grandest intention.

-Oscar Wilde



Volunteer Expectations



View volunteer orientation and/or attend session to learn about assignments



Be respectful of all staff and volunteers by displaying appropriate behavior



Treat property and equipment with care



Required to wear closed-toed shoes to prevent injuries



Adult over 21 required to accompany youth volunteers (ages 8-14)



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See more details ***here***

Role of a Volunteer

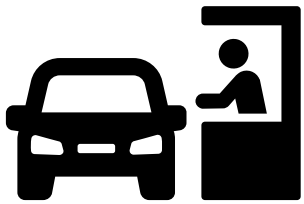
**VOLUNTEERS ARE ESSENTIAL TO OUR
GOAL TO EMPOWER THE MASSES**

- You play a vital role in helping us keep our mission alive
- You are an important asset and help us create a safe and meaningful volunteer experience
- It's important to read the policies in this guide, prior to your scheduled shift, to ensure a safe environment

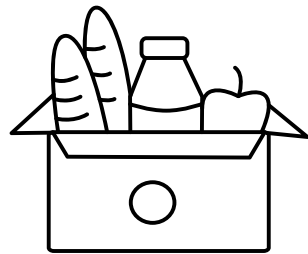


Why Volunteers are Critical to Our Success

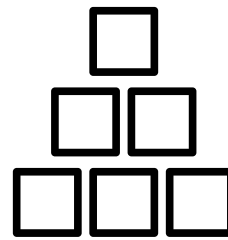
Volunteers help Empowering the Masses provide the following services:



Intake cars
upon entry to
drive-thru
pantry



Build food
boxes for
distribution



Stock, sort,
organize, clean,
and monitor
the food Pantry



Distribute food
boxes in drive-
thru pantry
(contactless)

Hours & Operations

The Food Pantry Hours of Operation are:

Friday 2:00 pm to 5:30 pm

Saturday 7:30 am to 12:00 pm

Location Site:

3314 Detonte St. Dallas TX
75223

For planning purposes:

We require volunteers to call ahead at 972-460-6316

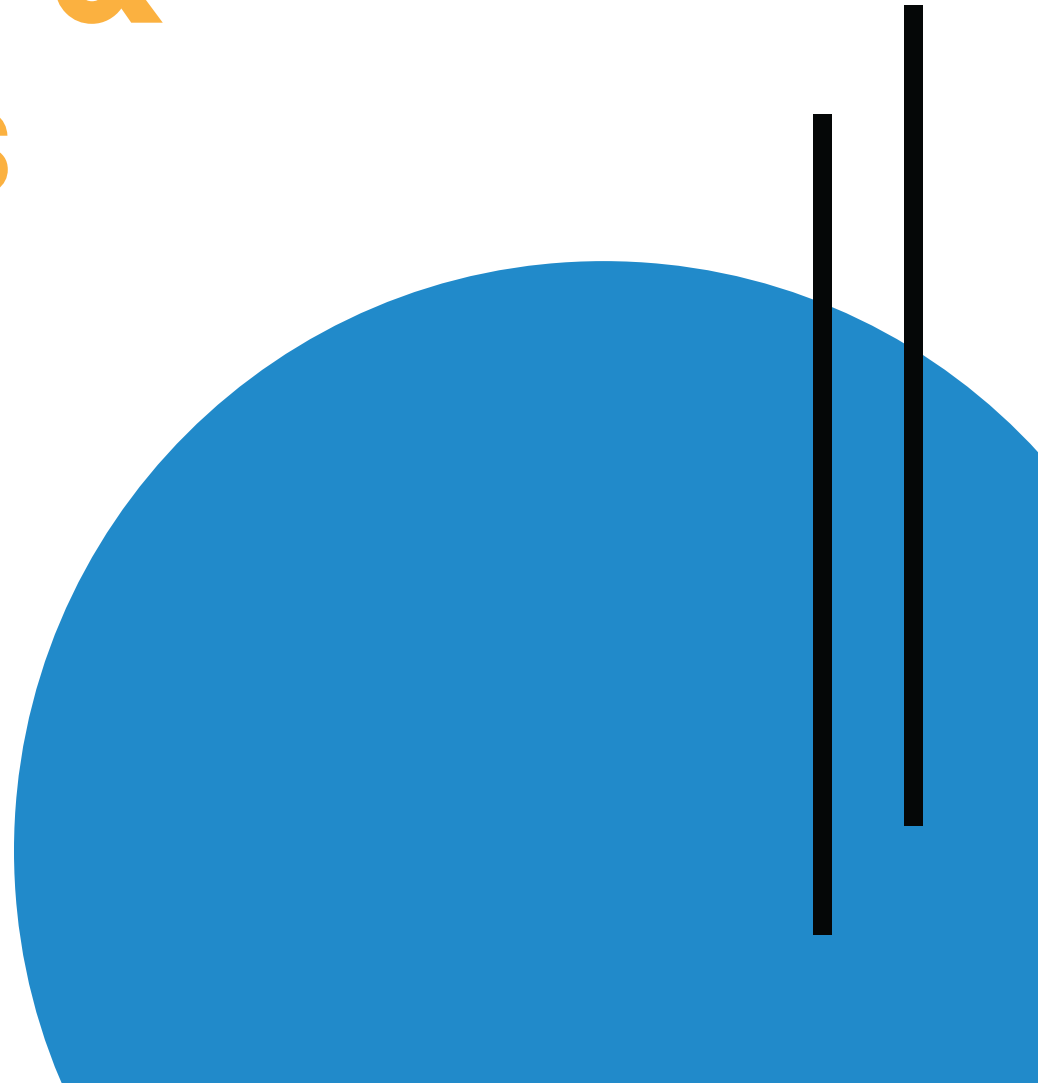
Scheduling and Sign-In

Individuals are required to set up the initial volunteer schedule with the Volunteer Relations Staff

For scheduled volunteer shifts, you are required to sign in prior to your shift and to sign out at the end of your shift on the volunteer log

Safety Guidelines & Reminders

**Food Handling
Personal Safety**



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Safety does not
come with luck.
It has to be **PREPARED.**



Safety Guidelines

Empowering the Masses shares our space and it's important to maintain the building with respect and integrity for the safety of all individuals.

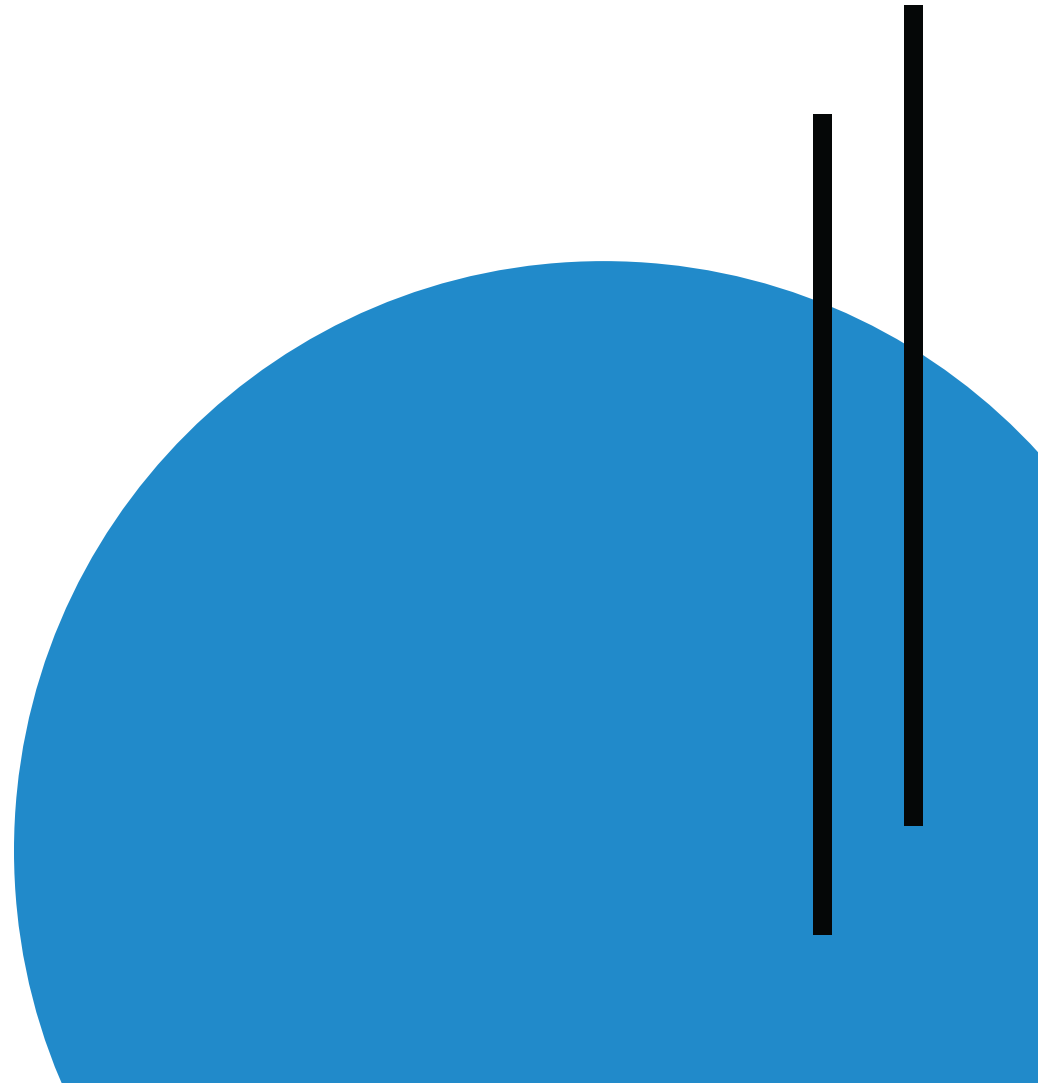
Empowering the Masses is tobacco-free. All tobacco is prohibited, including e-cigarettes

No food, drink of any kind, gum or candy is permitted in the Sanctuary of the church building

No spilling or improperly disposing of food or drink to ensure inventory of food is not contaminated

Ensure no damage to products or the property to reduce attractants for insects, pests, and rodents.

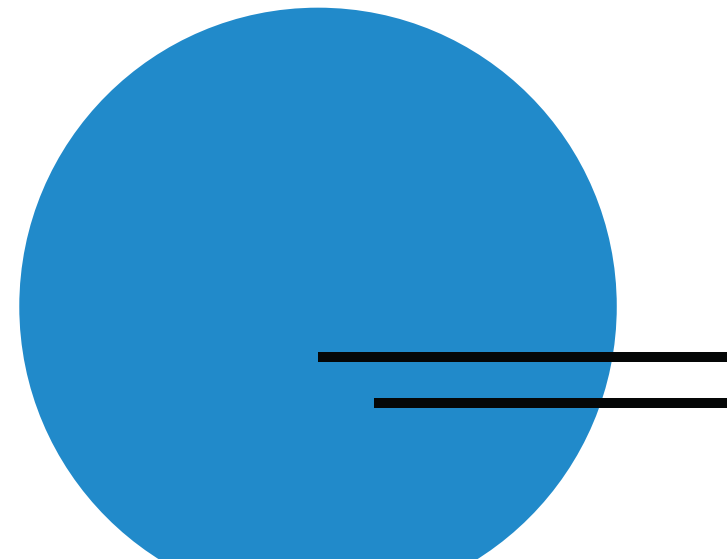
Food Handling



Food Safety Guidelines

Empowering the Masses promotes and follows best practices for food safety by following key guidelines:

- Consuming or removing any donated or purchased products or food is prohibited without prior permission
- To prevent contamination of food any glass breakage must be reported to a staff member immediately for proper clean-up



Food Safety Guidelines

Guidelines for Discarding Bottles, Jars, Food, & Other Product



LIDS

discard if

- Rusted
- Dented
- Swollen
- Dirt or Mold

SEALS

discard if

- Broken
- Missing
- Damaged

CAPS

discard if

- Loose
- Dented
- Broken

FOOD

discard if

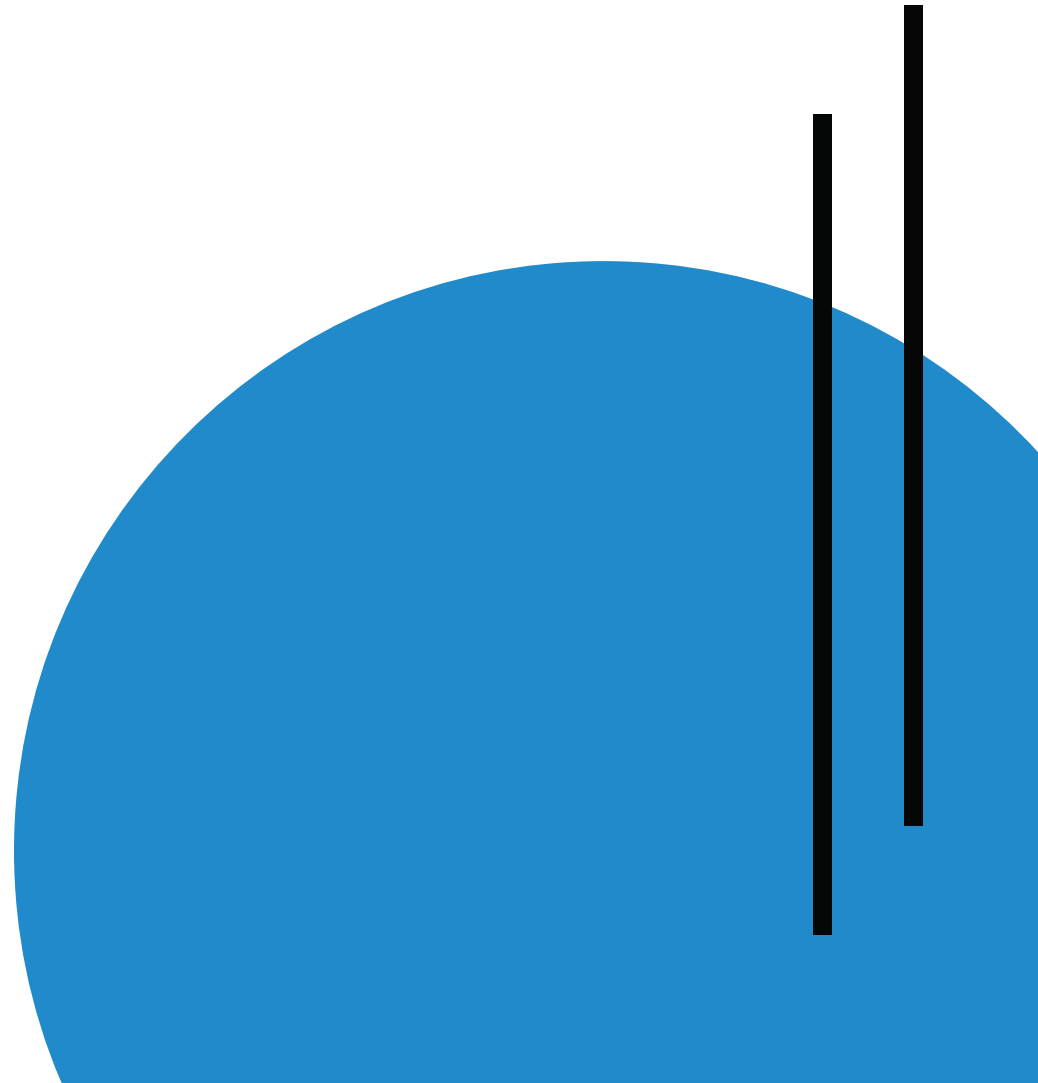
- Homemade
- Has mold or foreign objects
- Taped without inner packaging
- Missing Labels

PRODUCTS

discard if

- Unusual appearance, discolored, or separation
- Shows signs of pest infestation
- Tears or leaking

Personal Safety



Personal Safety Guidelines

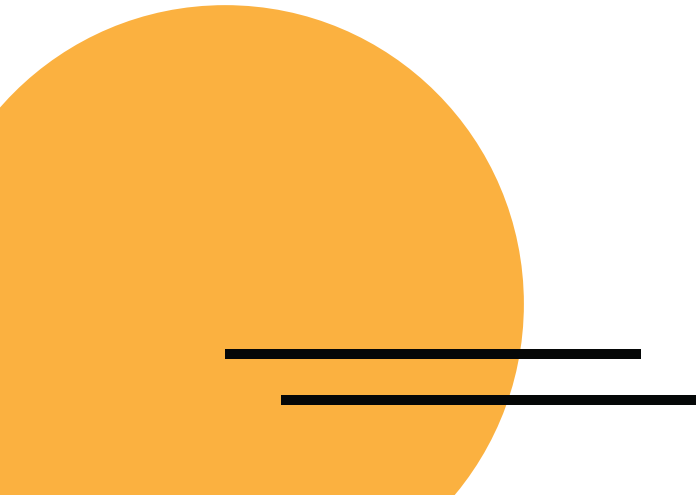
Empowering the Masses staff and volunteers require call to action and personal responsibility to ensure personal safety.

Volunteers must remain in their assigned work area until their shift ends, or they are reassigned to another project.

Only Empowering the Masses staff may operate forklifts, stand-up lifts and pallet jacks.

Open-toed and open-heeled shoes are not permitted in order to protect your safety from powered equipment.

Volunteers may only use sanitizer and other cleaning products if instructed in proper use by ETM staff.



Personal Safety Guidelines

Before each shift: All volunteers must wash their hands for 30 seconds with soap and hot water

Gloves are mandatory when:

- Nails are painted or wearing false nails
to prevent chipping in food
- Volunteer has a wound bandaged
- Individual has known food allergies

Gloves must be changed when:

- Before starting each new task
- Any contact with non-food (ex. Cell phone)

Grocery Packing FAQs & Reminders

Donated products must be checked for quality assurance and sorted by category

Products can be kept a year from current date

Volunteers are required to validate donated products for Best By Date or Expiration Date

Best physical and/or sensory quality

Summary



ARRIVAL & DEPARTURE

Sign-in and sign-out required for all shifts



ASSIGNMENTS

Volunteers must remain in assigned specific work areas for safety & accountability



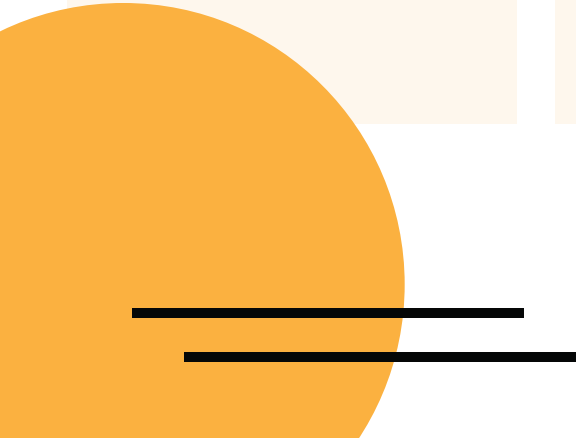
FOOD/ HEALTH SAFETY

Volunteers must maintain personal hygiene on premise and are required to validate donated products



PERSONAL SAFETY

Volunteers must wear proper attire on premise and be respectful to others and create a safe and meaningful volunteer experience





Tammy Johnson

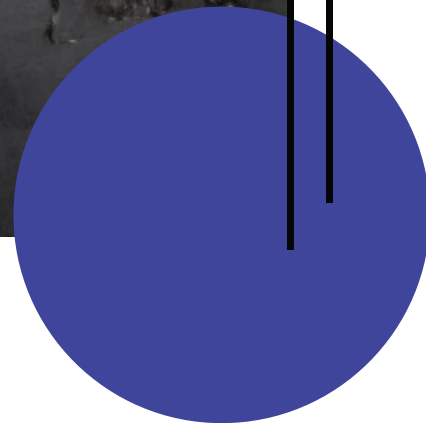
EXEC DIRECTOR/FOUNDER

EMAIL CONTACT:

tjohnson@empoweringthemas.org

TESTIMONY:

Empowering the Masses was born out of our founder's own lived experiences and desire to pay it forward by creating community vitality through education and advocacy.





Annette King

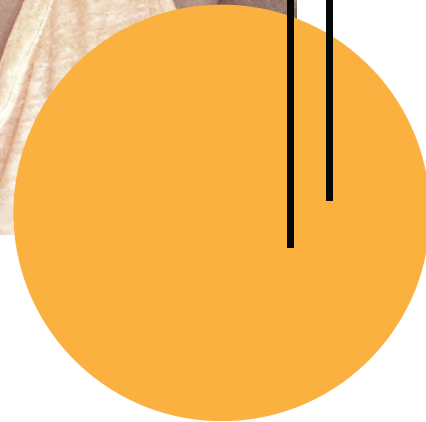
VOLUNTEER CORDINATOR

EMAIL CONTACT:

aking@empoweringthemas.org

TESTIMONY:

"I felt like this position with Empowering The Masses to learn how it feels to help and assist people. I'm so used to being around younger men and women being able to give them information if needed to make their and all our world better".





FACEBOOK

@empoweringthemasstJ



TWITTER

@empoweringDFW



INSTAGRAM

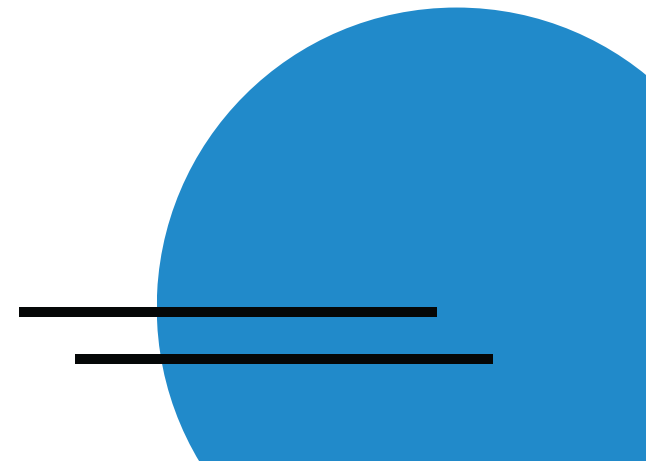
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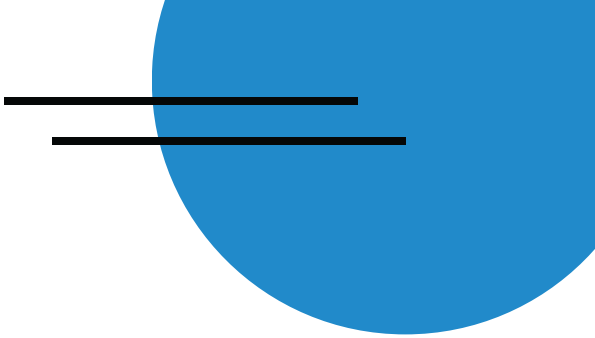


WEBSITE

Empoweringthemasst.org

Connect with ETM!





Contact us for questions & inquiries

ADDRESS

2922 MLK BLVD Suite 131A
Dallas TX 75215

PHONE NUMBER/OFFICE HOURS

972-460-6316
Mon - Thu: 9am - 2pm

EMAIL ADDRESS



info@empoweringthemas.org



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Thank you!

WE CAN'T WAIT TO WORK WITH YOU.
REMEMBER TO ALSO HAVE FUN!