

About Us

The Society of St Vincent DePaul (SVDP) is a faith-based international Catholic Lay Ministry and a 501(c)(3) non-profit organization. The Society was founded by Frederic Ozanam in Paris, France in 1833, who chose St Vincent DePaul as the patron and namesake. SVDP has had a presence in Indianapolis since the early 1900s.

Our members and volunteers subscribe to the mission and ministry of the Society, answering God's call to increase our personal spirituality and service to neighbors.

The "Client Choice" Food Programs sponsored by the Indianapolis Council have been in existence since 1999 with the opening of the Spann Avenue facility, serving a limited area of the city. The larger 30th Street Food Pantry opened in January 2007 and serves all of central Indiana.

Food sources include Food Banks, USDA Commodity Program, Kroger, Colonial, Local Food Drives, and discounted purchases from vendors.

SVDP is not a member of United Way and receives no government funding. We rely almost exclusively on individual contributions to purchase food and finance our operations. The Society has also been blessed with foundation and corporate grants in order to purchase and renovate property and acquire equipment.

The Indianapolis SVDP organization is managed and staffed by 100% volunteers.

Other resources at Pratt-Quigley Center:

SVDP Business Office 924-5775
Gennesaret Medical Clinic 921-1404
Ozanam Legal Services 921-1407

Address Correction Requested

Society of St Vincent DePaul
Client Choice Food Pantry
3001 E. 30th Street
Indianapolis IN 46218



The Society of St Vincent DePaul Archdiocesan Council of Indianapolis Client Choice Food Pantry Volunteer Information

Spring 2008

Food Pantry's Mission

Responding to God's call to "*Feed the Hungry*" (Mt.25:35), we strive to manifest God's love to all by providing a selection of food and self-help programs to those in need in an atmosphere of dignity and love for client and volunteer alike.



Society of St Vincent DePaul
3001 East 30th Street
Indianapolis IN 46218
317-921-1401

Website: www.SVDPindy.org

Contact: Info@SVDPindy.org

Volunteer Opportunities on Shopping Days

Pantry Shopping Hours

Monday	9:00 am – 10:30 am
<i>(“Priority” clients, about every other week)</i>	
Tuesday	9:00 am – 2:00 pm
Thursday	9:00 am – 12:00 pm
Thursday	5:00 pm – 7:00 pm
Friday	9:00 am – 12:00 pm
Saturday	9:00 am – 12:00 pm

Please arrive 15-30 minutes early for assignment.

Receptionist / Phone Operator

(Answer phones, take messages, direct calls – flexible schedule)

Intake Clerk

*(start one hour before shopping)
(Interview clients, verify eligibility, enter & update information, record visits)*

Ticket Distributor

*(start one hour before shopping)
(Issue tickets, call numbers for Intake and Shopping, Make announcements)*

Shopping Cart Assignment

(Check card for today’s date, assign cart to client, mark cart number on ticket)

Refrigerated / Frozen Foods Assistant

(Retrieve requested items from cooler or freezer, restock racks as needed)

Counter

(Check card for eligibility, check for proper number of points and no duplicate items)

Bagger

(Bag groceries for clients)

Bread & Free Area Assistant

(Inform client of limits, assist in selection)

Load Groceries in Vehicles

(Park carts aside while client retrieves vehicle, match ticket to cart, load groceries)

Cart Return

(Push carts [max 5 at once] up ramp and into cart assignment area)

Service Learning & Groups

Any groups wanting to volunteer at the SVDP Pantry must be scheduled in advance. Submit a request via email or phone as noted on the cover page.

Volunteer Opportunities on Stocking Days

Stocking & Repackaging Volunteers

Available Hours

Monday	8:00 am – 12:00 pm
Wednesday	8:00 am – 12:00 pm
Wednesday	4:30 pm – 7:00 pm
Thursday	12:00 pm – 3:00 pm
Friday	8:00 am – 12:00 pm

NOTE – Some repackaging, stocking and replenishment tasks can occur during Shopping Hours if extra volunteers are available.

Repackaging Bulk Foods

(Read and comply with Food Handling rules and repackage product per specs)

Sorting Donated Items

(Sort product into carts or large totes)

Stocking Exchange Carts

(Neatly place products in carts, keeping like items together when possible)

Replenish Shopping Line

(Check for depleted items and restock bins or replace entire cart or tote)

Trucking Volunteers

Available Hours

Monday	7:00 am – 12:00 pm
Wednesday	7:00 am – 12:00 pm
Thursday	7:00 am – 12:00 pm

Truck Driver

*(CDL not required)
(Transport product from Gleaners Food Bank and Food Vendors, complete paperwork)*

Truck Helper

(Load and unload products using Pallet Jack or Dolly, complete paperwork)

Leadership & Supervisory Opportunities

Please contact Pantry Management for information.

Time and Talent

If you are interested in helping in our ministry, and have talents or interests not mentioned in this brochure, please let us know. We should be able to accommodate your preferences and schedule.

Volunteer Opportunities

for Home Delivery (921-1403)

Filling Bags for Home Delivery

Wednesday 7:30 am – 11:00 am

(Help on “assembly line” to place designated items in bags, setup for drivers)

Home Delivery Drivers

Wednesday 10:30 am – 6:30 pm

(Pick up bags from Pantry, deliver to clients, complete and return paperwork)

Volunteer Opportunities

for Maintenance & Cleaning

Hours can be at volunteer’s convenience as long as no interruption to client shopping

Porter

(Inspect Pantry inside and outside areas and use volunteers to keep in order)

Janitorial Assistant

(Sweep floors, clean bathrooms & kitchen, empty trash, refill dispensers)

Equipment and Grounds

(Landscaping, mowing, leaf raking, snow removal, tool & equipment care, etc)

Expectations of Volunteers

We ask that all volunteers conduct themselves in a manner consistent with our **Mission Statement** (*see front cover*).

Our ultimate goal should be to see the **face of Christ** in those we serve and in each other. Our actions and reactions should always reflect this goal.

It is imperative that we maintain the **privacy and confidentiality** of clients and volunteers. Please report any incidents or issues to appropriate Pantry or SVDP leadership.

Be aware of hazards, especially in the stocking areas. Keep **work areas safe** and free of trash. Even a piece of paper on concrete floor can cause a fall and serious injury.

Pantry Location and Directions

Park in the rear of the building, use the Volunteer Entrance, sign in, and contact Day Manger for assignment.