

Guidelines for Open Cupboard Food Pantry Volunteers

1. Volunteer weeks run from Tuesday through Monday.
2. The Open Cupboard Food Pantry beds are A1, A2, B1-B3, C1-C3, D1, D2. A schedule of what is planted in each bed is located in the shed.
3. The beds should be watered twice a week unless it rains.
4. The beds should be weeded during your volunteer week; if you have a question about whether something is a weed or not, leave it until you check it out with one of the Garden Managers. You can record your garden activities in the white notebook on the sheet entitled Garden Diary.
5. Harvests are usually collected on Mondays in preparation for Tuesday delivery. The Garden Manager covering the week that you are volunteering will be in touch to arrange a time to meet to harvest. The Garden Manager will help decide what is ready for harvesting.
6. Bring the plastic slatted 'table' (located inside the shed) outside to one of the watering stanchions; rinse all the harvested vegetables and pat them dry with paper towels (also located in the shed).
7. Package harvested vegetables in plastic bags which you will find on the top shelf in the shed. Larger harvests (carrots, beets, potatoes, etc.) can be bagged up in recycled grocery bags or boxes. Smaller or more delicate veggies (lettuces, radishes, peas, etc) can be bagged in Ziplocs or other smaller plastic bags.
8. Weigh the vegetables and record the weight of each type in the white notebook on the sheet entitled Harvest Record.
9. All produce should be stored in the refrigerator so that it can be picked up first thing on Tuesday morning by the volunteer driver and delivered to the Food Pantry. If you are the volunteer driver, the Open Cupboard Food Pantry is located at 37 Old Highway 22, Clinton, NJ (the pantry delivery door is in the rear of the building). Ring the bell; pantry volunteers will open the back door and assist drivers in bringing in the veggies, weighing them and logging the donation (they keep their own records). The pantry is open for deliveries on Tuesday from 9:30 a.m. to 11:30 a.m.
10. Vegetable plants that have finished producing or are otherwise done (i.e., bolting lettuce or radishes) can be pulled and placed in the composting bin (for now we are using Bin #1).
11. The Garden Manager covering for your week may contact you to help plant succession vegetables to replace things that have been harvested. Together you can decide what's most convenient schedule-wise to do the follow-up planting.

**If you have any questions about tasks for your volunteer week,
please contact:**

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Thanks!