



Casa de Peregrinos

Standard Mobile Food Pantry (MFP) Operating Procedures

The purpose of this Mobile Food Pantry (MFP) document is to establish clear intake procedures and policy guidelines to ensure safe, fair, and efficient food distribution.

Intake Procedures for Mobile Food Pantry

- Clients are **not required** to provide proof of address or photo identification.
- Staff or volunteers must verify that the client's **address and phone number are accurate**.
- Clients may pick up food for **up to two additional clients** with a **signed proxy authorization**.
- Each client must provide their **assigned client ID number** at intake.

Mobile Food Pantry Policies and Procedures

- All volunteers must **sign in** on the volunteer sign-in sheet.
- First-time volunteers are required to complete a **Volunteer Information and Agreement Form**.
- All staff and volunteers must **wear gloves** while handling food.
- **Drink bottles** are not permitted on tables where food boxes are being packed or stored.
- **Filled food boxes must not be placed on the floor** at any time.
- During food distribution, **no staff, volunteers, or clients may remove food items from pantry boxes for personal consumption**.