Welcome to The Mount Kisco Interfaith Food Pantry. We are grateful for your contribution of time and talent to help us fulfill our goal of building a stronger, healthier community by providing fresh, nutritious food to persons in need.

- Location: The United Methodist Church of Mount Kisco, 300 E. Main Street (at the corner of Smith Ave.), Mount Kisco
- Mailing Address: PO Box 834, Mount Kisco, NY 10549
- Phone: 914-610-5187
- www.mountkiscofoodpantry.org
- Volunteer Coordinator: volunteer@mountkiscofoodpantry.org

The Pantry is a 501 (c)(3) not-for-profit corporation sponsored by and working in affiliation with local faith-based congregations and has been serving the community since 1991. Our weekly food distributions are staffed primarily by volunteers from our affiliated congregations, but volunteers from the community are not only welcome, they also play a vital role in helping ensure we are fully staffed for each distribution. Congregational and community volunteers also provide valuable support by leading targeted food drives; picking up, unloading, sorting, and shelving donated food; packing bags with fresh produce; and assisting with home deliveries.

We are a “choice” pantry that consistently offers guests a selection of non-perishable staples such as rice, beans, pasta and cereal, as well as milk, juice, eggs, and frozen meat, poultry, or fish. Along with canned fruit and vegetables we are pleased to provide fresh produce weekly. Most Pantry food is purchased from Feeding Westchester (food bank). Additionally, we receive weekly donations of fresh bread, bagels, and pastries; and we are grateful for generous donations of seasonal produce from local farms.

Thank you for volunteering!

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Volunteer Job Descriptions

Eff. 5/20 The Pantry operations adhere to safety & health protocols in response to COVID-19. Upon arrival, volunteers should check in, sign in and put on a Pantry (pre-washed) apron. A face mask must be worn at all times (provided if needed) and proper social distancing of 6 ft. is respected. Use the hand sanitizer at the desk before putting on disposable gloves (provided), which must be worn at all times.

ALL VOLUNTEERS MUST BE VACCINATED AGAINST COVID 19.

DO NOT REPORT TO VOLUNTEER IF YOU ARE ILL, OR HAVE BEEN EXPOSED TO SOMEONE WHO IS ILL.

Current Opportunities at the Pantry include the following:

Weekly Food Distributions
Tuesday evenings - 4:00pm - 7:00pm
Wednesday mornings - 9:00am - 11:00am
Volunteers should arrive:
Tuesdays - 3:30pm & Wednesdays - 8:30am
Pack bags of produce, bread/bagels, eggs and frozen proteins. During distributions, volunteers assist our guests in choosing staples, grocery items and restock shelves as necessary. Volunteers may also assist the Stocking Assistant with restocking items as needed and breaking up empty cartoons and boxes for proper disposal. Logistics are subject to change during cold weather months.

Packing Produce Bags
Tuesday mornings - 10:00am – 12:00pm
Help pack bags of produce for the Tuesday evening distributions.

Date-Checking, Weighing, Sorting, and Shelving Food Donations
Date-check, discard if expired, weigh and shelf donated items as needed. Record the name, address of the donor organization or individual, the weight and type of items donated on provided form.

Receiving Food Deliveries
Fridays – 9:30am – 11:30am or 1:30pm – 3:30pm
Must be able to lift/push 50 pounds

Packing Bags of Groceries
Saturday mornings - 9:00am – 11:00am
Help pack bags with staple grocery items as needed.

Home Deliveries Operations
Every other Thursday morning - 8:00am - 11:30am
Help place bags in volunteer drivers’ vehicles. Deliveries of groceries to homebound seniors.

Home Deliveries
Drivers are needed.

Packing “School’s Out Supplement” Bags (summer)
Tuesdays - 1:00pm – 3:00pm
Pack lunches for families during the summer months.

Special Projects/Community Drives
Saturdays as needed.

Volunteer Information

The Pantry’s Commitment to Our Volunteers
Volunteers play an important role in helping the Pantry fulfill its mission. You can expect a brief orientation at your first assignment. We do not discriminate on the basis of race, ethnicity, religion, gender, age, disability, marital status, family, sexual orientation, or gender expression.

As a volunteer, it is understood that you will be providing services without monetary compensation. You may also choose to organize a food drive in your own community. If this is your preference, you are encouraged to communicate with our Director of Operations and Programs, who can advise you on needed food items.

If requested, the Pantry may provide a document confirming volunteer hours as community service.

Guidance and Oversight
Each food distribution is staffed by one or more of the following: Director of Operations and Programs, a member of the Operations Committee, a member of the Pantry Board of Directors. They will provide guidance and are available to address any questions or concerns you may have. Do not hesitate to ask them for assistance.

Age Requirements
Volunteers of all ages can participate at the Pantry, though we ask that volunteers interacting directly with guests at our distributions and Saturday food bag packing be 16 years of age or older. Younger volunteers may assist with other pantry activities such as packing, sorting donations, and stocking shelves as needed. Volunteers 13 years of age and under must have an
accompanying adult. Youths ages 14 – 17 must provide a Pantry Volunteer Permission form signed by a parent or guardian.

Time Reporting/Volunteer Sheets
We track and recognize the amount of time our volunteers donate. Please sign in and record the expected amount of time you will be volunteering on the clipboard on the desk in the distribution room.

Dress Code
Attire should be appropriate for the volunteering. OPEN-TOED SHOES ARE STRICTLY PROHIBITED FOR REASONS OF SAFETY.

Parking and Personal Property
Volunteers can park in the lot behind the United Methodist Church for all volunteer activities.

Please do not bring valuables to the Pantry, as we are unable to secure them for you. We do not assume responsibility for loss or damage to a volunteer’s personal property resulting from theft, fire, automobile accidents, or any other condition, nor do we assume responsibility for theft of or from, or damage to, any vehicle while the volunteer is at the Pantry or performing volunteer activities for the Pantry.

Volunteers Who Are Also Guests of the Pantry
Please pick up your food at the beginning of your volunteer shift and store it in your vehicle or out of the way. You may not take extra food or have food that is not part of that day’s distribution.

Weather Policy
The Pantry follows the weather-related openings and closings of the Bedford Central School District. The Pantry is closed (1) if schools are closed; (2) on Tuesday if there is an early dismissal; or (3) on Wednesday if there is a delayed school opening. Please check www.mountkiscofoodpantry.org for up-to-date information, or call the Pantry at 914-610-5187.

Privacy
Guest information is confidential. No guest information or proprietary information may be shared outside of the Pantry. Our guests are often our neighbors; please respect their privacy. Do not post any photos of guests on social media sites, including but not limited to Facebook, Snapchat, Twitter, and Instagram. If a guest makes a special request, please refer it to our Director of Operations and Programs or to a member of the Board of Directors.

Safety
Some volunteer jobs may include lifting and carrying heavy items; it is your responsibility to know your limitations. The Pantry strives to maintain a safe environment in compliance with federal, state, and local safety regulations. The Pantry does not undertake background checks on volunteers, staff or guests. Volunteers should report any unsafe conditions to the Director of Operations and Programs, a member of the Operations Committee, or a Board member.

Smoking is not permitted in the Pantry or anywhere on church grounds.

Risk Management Procedure for Volunteers
In the unlikely event that you encounter a guest or other person who becomes disruptive, please notify the Director of Operations and Programs or another Board member immediately and leave the Pantry.

Dismissal
Volunteers who engage in unsafe or unseemly behavior are subject to dismissal. The Pantry may request a volunteer to leave immediately if warranted by the circumstance.

Driver Policy
Volunteers performing driving duties must have a current, valid driver’s license and maintain personal auto insurance as required by state law. Any volunteer driver must observe all safety, traffic and criminal laws of this state. Volunteers may not drive while under the influence of any substance that may cause impaired judgment. All persons must be a minimum of 21 years old. Any volunteer who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and possible termination from the Pantry. Drivers need to submit a Drivers Policy and Application Form. (Please click here)
Policies and Procedures

Non-Discrimination

The Mount Kisco Interfaith Food Pantry is committed to the fair and equal treatment of all staff, volunteers, and clients.

The Mount Kisco Interfaith Food Pantry (referred to herein as the "Corporation") does not discriminate against any applicant, employee, or volunteer regarding any term, condition, or privilege of employment or volunteer engagement on the basis of race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any other classification protected by federal, state or local law or ordinance.

The Corporation does not deny service to any client (defined as a resident of Mount Kisco or one of its surrounding towns, or any northern Westchester town not served by their own weekly pantry) on the basis of race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any other classification protected by federal, state or local law or ordinance.

Harassment Prohibition

All forms of harassment are prohibited at the Pantry.

The Pantry has a specific and detailed policy related to Sexual Harassment Prohibition. In addition, the Pantry recognizes that harassment can take other forms, such as any comment, conversation, joke, slur, or other similar verbal, non-verbal or physical conduct related to a person's age, race, religion, color, age, national origin, ancestry, citizenship, veteran status that is sufficiently severe or pervasive to create an intimidating, offensive or hostile working environment.

Sexual Harassment Prohibition

The Mount Kisco Interfaith Food Pantry (the Corporation) strictly prohibits and does not tolerate harassment of any kind of an employee, volunteer, or client by another employee, officer, director, volunteer, client, or by a third party, to the extent controlled by the Corporation. The Corporation will take prompt and appropriate action and, where appropriate, punish behavior that constitutes such harassment.

DEFINITIONS

1. “Sexual harassment” includes: engaging in sexually suggestive physical contact, unwelcomed sexual advances, and other verbal or physical conduct of a sexual nature where:

2. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or

3. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or

4. such conduct is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or abusive environment.

B. Conduct which falls within the definition of sexual harassment may include, but is not limited to:

1. Epithets or slurs, threats, derogatory comments, unwelcome jokes, gestures, or pranks regarding an employee’s pregnancy, sex, sexual orientation, gender, gender identity or expression, change of sex or transgender status, marital status, partnership status, familial status, caregiver status, domestic or dating violence victim status, or any other characteristic protected by applicable federal, New York, or local law.

2. Displaying, printing, or transmitting offensive sexually suggestive pictures or materials in the workplace.

C. This policy is not intended to create needless intrusions on the freedom of speech or expression of employees or volunteers nor to regulate their personal morality. It is intended to prevent any harassment in the workplace.

D. This policy shall be conspicuously posted for viewing. Each volunteer shall read this policy and prior to volunteering shall sign an acknowledgment of having received, reviewed and understood this policy.

E. It is not considered harassment for a supervisor or manager to require volunteers to meet conduct standards.

COMPLAINT PROCEDURE

A. REPORTING. The Corporation encourages any employee or volunteer who believes he or she is being harassed or has witnessed harassing conduct involving another employee, volunteer, client, or person at the Pantry, to immediately report such concerns or incident to the Director of Operations and Programs and/or any member of the Board.

B. NO RETALIATION. The Corporation will not retaliate in any way against an individual who makes a report of harassment or any individual who participates in a harassment investigation; nor will the Corporation permit any employee, Board member or volunteer to do so. Anyone who feels that they have been subjected to any acts of retaliation should immediately report such conduct to Director of Operations.
and Programs or any member of the Board. Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including termination of employment.

Whistleblower Protection Policy

The Mount Kisco Interfaith Food Pantry (the “Corporation”) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees, volunteers and representatives of the Corporation must maintain its code of ethics which requires honesty, truthfulness, respect for others, accountability for the use of Corporation assets and for one’s behavior in fulfilling Corporate responsibilities and complying with all Corporate policies and applicable laws and regulations.

COMPLAINT PROCEDURE

A. REPORTING. This Whistle Blower Policy is intended to encourage and enable employees and volunteers to raise serious concerns internally so that the Corporation can address and correct inappropriate conduct and actions. The Corporation has an open-door policy to enable employees, Board members and volunteers to raise questions, concerns, suggestions or complaints with the Director of Operations and Programs or members of the Board. It is the responsibility of all Board Members, officers, employees and volunteers to report concerns about violations of the Corporation’s code of ethics or suspected violations of law or regulations that govern the Corporation’s operations. Employees and volunteers may submit their complaints or concerns in writing directly to the Director of Operations and Programs or any member of the Board.

B. NO RETALIATION. It is contrary to the values of the Corporation for anyone to retaliate against any individual who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Corporation. An employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from volunteer service.

C. INVESTIGATION. The Director of Operations and Programs and members of the Board are required to promptly report complaints or concerns about suspected ethical and legal violations in writing to the Corporation’s President, who has the responsibility to investigate all reported complaints or concerns. The Corporation will act on all information it receives if it believes an individual may be engaging in wrongful conduct or violating the law. The Corporation’s investigation may include individual interviews with parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The President will advise the Board of Directors of all complaints and concerns and their resolution.

D. VIOLATIONS. If the Corporation finds that there is a basis for the complaint, the Corporation, in its sole discretion, shall take the appropriate remedial action, including but not limited to (i) a verbal or written reprimand, (ii) referral to appropriate training or counseling, (iii) withholding of a promotion or bonus, (iv) reassignment, (v) temporary suspension without pay, (vi) termination and/or dismissal from volunteer service. The Corporation shall advise the complainant and the alleged offender of the decision. The Corporation shall also advise the complainant of the remedial action taken against the alleged offender. If an investigation results in a finding that an employee or volunteer knowingly falsely accused another person of inappropriate conduct, the employee or volunteer may be subject to disciplinary action, up to and including termination of employment or volunteer service.

ACCOUNTING AND AUDITING MATTERS. The Corporation’s President shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Treasurer until the matter is resolved.

Important: Please review the Release and Waiver of Liability (Please Click This Button)