



## **Henry Street Food Pantry** **Volunteer Packet**

Thank you so much for taking the time to volunteer onsite at Henry Street Settlement. We are truly grateful that you are willing to help out our community during this time by delivering meals to our community members who are facing food insecurity. As you can imagine the need for meals and food delivery have been a pressing issue in the community, with shelter-in-place orders in place and the unprecedented job loss we've seen over the last few weeks.

Henry Street has partnered with Vision Urbana, a local food pantry on the Lower East Side, to deliver healthy pantry items and emergency food packages to families in need across the neighborhood. Henry Street is utilizing three currently closed program sites, including the Boys and Girls Republic youth center, 301 Henry Street, and our Senior Center on Montgomery Street, as packaging and distribution sites. Volunteers will be delivering meals to Lower East Side community members who have been identified as food insecure by our staff members, case managers, and volunteer wellness callers. Providing these resources is crucial during this time, and will ensure that no family in need will go hungry during this incredibly difficult time. Thank you so much for doing your part to make sure that our community members are provided with the resources that they desperately need.

### **Basic Rules**

- Please wear or bring good walking shoes.
- If you have masks and gloves please bring them with you; if you do not have these items they will be distributed to you when you arrive on-site.
- Maintain a 6ft distance from one another, especially when you are entering and exiting the building.
- Please carry hand sanitizer, and use regularly while out making deliveries. Please wash hands with soap and water any time it is possible.
- If you or someone in your family is feeling ill in any way, please stay home. Better safe than sorry!

### **Henry Street Food Delivery 101**

- Upon arrival a Food pantry staff member will give you a list of folks to deliver groceries to. If you need help finding the address, please let a staff member know.

- Once you have a delivery list you will be paired with a partner. Depending on the access to the apartment you can either both go up floors to deliver, or you can have one person wait downstairs with the carts while the second person goes up with a bag if stairs are the only method of access.
- As you deliver, please knock on the door (see notes, sometimes **LOUD** knocks are requested) and put the bag down in front of the door and **STEP BACK SIX FEET AWAY**. If someone answers, introduce yourself and say you are from Henry Street's food pantry.
- If an individual asks you to bring the bag in, the **ONLY** thing you can do is ask them to step at least six feet away from the door, and you can set it just inside the door. **DO NOT** carry it to their table, living room, etc. Henry Street's goal is to minimize the chance of exposure to you and the person receiving the food.
- If the delivery is successful, please check off to confirm that the delivery was received. Please **DO NOT** leave bags at the door, someone has to accept the delivery. If their phone number is missing, please ask for it and put it on your sheet. It is important for the food pantry team to have this information just in case we need to get in touch in the future to ask them about their delivery.
- Once you're done, please bring the list back and give it to your onsite contact. If you are able to do another delivery route a food pantry staff member will provide you with you another list of deliveries.

### **General Contact Information**

**Tuesday Food Pantry Location 1:** [888 East 6th Street New York, NY 10009 \(Henry Street's Boys and Girls Republic\)](#)

**Tuesday Food Pantry Location 2:** [301 Henry Street New York, NY 10002 \(Henry Street's Education Center\)](#)

**Wednesday and Friday Pantry Location:** [334 Madison Street \(Lower Level\) New York, NY 10002 \(Henry Street's Senior Center\)](#)

**Tuesday Onsite Contact:** Jon Harper: [jharper@henrystreet.org](mailto:jharper@henrystreet.org)

**Wednesday Onsite Contact:** Karina Mungia: [kmungia@henrystreet.org](mailto:kmungia@henrystreet.org)

**Friday Onsite Contact:** Susana Sanchez: [ssanchez@henrystreet.org](mailto:ssanchez@henrystreet.org)

**Main Volunteer Contact:** Deanna Sorge: [dsorge@henrystreet.org](mailto:dsorge@henrystreet.org)

### **Henry Street HELPLINE Information**

It is common for folks to stop volunteers on their delivery routes to ask how they can sign-up to get food from the food pantry. Please advise people to call the Henry Street HELPLINE so they can get in touch with a case manager and sign up for meal deliveries.

**Henry Street HELPLINE Number : 347.493.2787**

## Henry Street Pantry Catchment Areas

