

EAST MILLCREEK INTERFAITH MOBILE FOOD PANTRY

POLICIES AND PROCEDURES

1. The East Millcreek Interfaith Mobile Food Pantry (East Millcreek Food Pantry) is a drive-through food distribution resource for families in need of nutritional assistance and is operated in partnership with the Utah Food Bank.
2. East Millcreek Food Pantry distributes food provided by the Utah Food Bank at Christ United Methodist Church (CUMC), located at 2375 East, 33000 South, on the 2nd and 4th Wednesdays of each month, between the hours of approximately 3:30 pm - 5:30 pm. All food received at CUMC from the Utah Food Bank will be distributed within no more than 3 hours of drop-off by the Utah Food Bank.
3. East Millcreek Food Pantry is staffed by volunteers from CUMC and other nearby faith communities; however, the East Millcreek Food Pantry is open to all community clients and clients do not have to be a member of any church community to receive nutritional assistance.
4. East Millcreek Food Pantry distributes food provided by the Utah Food Bank in an equitable manner, meaning that each family is served on a “first come, first served” basis and each family is provided with the same amount of food, regardless of family size.
 - a. More than one family may arrive at the food distribution site in a single vehicle, if a representative from each family signs the food distribution log to self-declare that they qualify for food assistance.
 - b. Clients arriving for food distribution may be permitted to return to the food distribution site just prior to closing, to receive additional food that has not been distributed (subject to availability).
 - c. Client eligibility for food assistance is determined by requiring one member of each client family to complete an entry on the food distribution log with the following information: number of people in the household, the signing individual’s name, confirmation that the client resides and Utah, and a signature to self-declare that the household meets the Federal Poverty Income Guidelines described on the distribution log.
5. Individuals who volunteer to staff the East Millcreek Food Pantry may also receive nutritional assistance from the food pantry during their volunteer shift, if the

volunteer signs the food distribution log to self-declare that they qualify for food assistance.

6. At least one East Millcreek Food Pantry representative present at each food distribution will maintain a valid food handler permit or ServSafe certificate and must have completed the online Civil Rights Training available through the Utah Food Bank.
7. Volunteers at the East Millcreek Food Pantry will be responsible for set-up, traffic control, food sorting and distribution, and clean-up. East Millcreek Food Pantry will use its best efforts to ensure the safe and efficient distribution of food to clients.
8. East Millcreek Food Pantry and its volunteers must serve all nutritional assistance clients with respect and must strive to serve all clients as quickly and efficiently as possible. East Millcreek Food Pantry cannot guarantee that every food order provided to each family will be the same, due to the availability of food items.
9. Clients of the food pantry must treat other clients, staff, and volunteers with respect, including being cooperative and patient during the food distribution process. Staff and volunteers reserve the right to ask anyone being rude, belligerent, and/or acting in an inappropriate manner to leave without being served. Staff and volunteers are prohibited from discriminating on the basis of race, color, national origin, sex, age, and/or disability. East Millcreek Food Pantry is an equal opportunity provider.
10. Additional information regarding the East Millcreek Food Pantry is available at www.christumcutah.org/foodpantry or by calling (801) 486-5473 (select option 5).