

## Volunteer Requirements

In addition to providing quality services to our clients, we strive to provide a meaningful volunteer experience to those persons who possess a willingness to lend a helping hand and uphold the policies and procedures of pantry services.

All adult volunteers (18 years and older) must be willing to consent to a criminal background check and a one time drug screen as required by the City of North Olmsted and at its expense.

Persons convicted of a felony or those who fail a drug screen are not eligible to work in the Oxcart Pantry or with our clients.

Please note physical lifting suggestions in our brochure.  
Light= pushing a cart and placing items on shelves. Weight up to 10#

Moderate=lifting cases or cartons, packed bags, etc 10-25 pounds

Heavy=product cases 20# -30#

## City of North Olmsted Division of Youth & Family Services

### STAFF

Christine M. Allegra, BS, MA, LSW  
Administrator  
Division of Youth & Family Services  
440-716-4166

Bill Dziatkowicz, BA  
Case Manager  
Community Diversion Program  
440-716-4167

Georgia Wilder, BS  
Outreach/Case Manager  
Pantry Services  
440-716-4165

### Division of Youth & Family Services

North Olmsted Police Station  
27243 Lorain Road  
North Olmsted, Ohio 44070  
Fax: 440-716-4233

### Oxcart Pantry Office

26272 Butternut Ridge Road  
North Olmsted, Ohio  
440-716-4165  
Fax 440- 801-1039

Interested in volunteering? Contact Bill at  
Billdz@north-olmsted.com

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*The Division of Youth & Family Services provides community-based social services for the residents of the City of North Olmsted and is dedicated to helping people help themselves. Kevin Kennedy, Mayor.*

## Volunteer Opportunities

at the

## North Olmsted Oxcart Pantry



City of North Olmsted  
Division of Youth & Family  
Services

Welcome to the North Olmsted Oxcart Pantry!! The Oxcart Pantry is conveniently located at 26272 Butternut Ridge Road in the heart of North Olmsted's historical district. Our pantry operates under the Division of Youth & Family Services for the City of North Olmsted. We are pleased to provide emergency food assistance to residents of North Olmsted who may be experiencing need in a warm and inviting country like setting.

The Oxcart Pantry has a variety of needs for which we utilize the care of volunteers to maintain our facility and operations. We think you will find getting involved in our community and interacting with our staff and clients rewarding. Please look over the areas of need and feel free to contact us sometime soon to visit our facility and explore the possibilities!!

Stocking Shelves: If you have the ability to lift and bend, then you may enjoy keeping our shelves stocked with food. This job involves unpacking and sorting food donations, making sure that items are in good condition are not expired or damaged and rotating stock. (Lifting light to heavy)

Packaging Food Orders: Our clients can pick up food every 30 days. Clients are scheduled weekly throughout the month. Dry goods are prepacked based on a packing guide for individuals and families. This task includes ticketing and organizing food orders as well as lifting the packed bags. (Lifting light to moderate)

Distribution of Food: Each week eligible clients are scheduled to pick up their food assistance. Volunteers are needed each week to assist the staff in greeting clients, helping with the smooth flow of people, and offering clients to select choice items such as donated pastry, bread, produce and specialty items, such as paper products, school supplies, etc. Additionally, refrigerated and frozen items need packed per order as available. This job may include some light carrying of bags. (Lifting none – moderate)



Summer Produce Distributions: Each summer we coordinate with the Greater Cleveland Food Bank for mass produce distributions. Typically these are off site at a local church. Volunteers are needed to break down cases into bagged produce, assist clients on site and clean up. Fast paced and outdoors, a fun way to interact with clients and neighbors. (Lifting none to moderate)

Delivery: Volunteers are needed to pack and deliver food to homebound clients as needed. These clients are unable to come to our pantry and need outreach. Use of own car required. (Lifting light-moderate)

### **Food Pantry Schedule**

The North Olmsted Food Pantry office is open every Tuesday, Wednesday, and Thursday from 8:00 a.m. to 4:30 p.m. Beginning January 2018 we will be open until 6pm on Wednesdays for distribution. Food and cash donations are accepted during business hours.

If you are interested in exploring volunteer options at the Oxcart Pantry, please contact Georgia Wilder, Case Manager, at 440-716-4165 or Bill Dziatkowicz at [Billdz@north-olmsted.com](mailto:Billdz@north-olmsted.com).

The North Olmsted Oxcart Pantry is a proud member of the Greater Cleveland Food Bank.

**WE**  **VOLUNTEERS**