

07/19/10

Foothills Food Bank

6920 Cave Creek Rd.

Cave Creek, AZ

480-488-1145

Director – Pam DiPietro

Oversees the total operation to assure that the food bank achieves its mission of providing an emergency supply of food, referral information and financial assistance to individuals and families in the foothills area that are in a crisis situation.

Marketing – Jack McAward, Chair

Communicates the functions, activities, and needs of the Food Bank to the general public. Provides support for the volunteers and keeps the Director informed.

1. **Broadcast** – Toni DiJorio
Solicits and facilitates TV and radio coverage.
2. **Email Distribution** – Jackie Habib
Circulates broad distribution emails as requested.
Church Email Addresses – Gary Adams
School Email Addresses – Sharon Alexander
HOA Email Addresses – Gary Adams
3. **Flyer Distribution** – Jackie Habib
Organizes the distribution of flyers to all FFB area outlets.
4. **FFB Information Packets & Brochures** – Toni DiJorio
Keeps all FFB information current. Produces new brochures.
5. **Newsletters** – Toni DiJorio
Produces at least three 4-page newsletters each year.
6. **Newsletter Assembly** – Jacqueline Habib & Joan Powner
Assembles the pages, prepares for mailing, and mails the newsletter three + times each year.
7. **Print Media** – Toni DiJorio
Produces and places print ads announcing future events utilizing newspapers and “shelter books.”
8. **Promotional Materials** – Jack McAward
Designs, prints and distributes promotional materials.
9. **Website** - Lynn Schulz
Maintains and updates the website regularly.

Operations – Oversees the day to day functions of the office, food management, and special events. Provides support for the Chairs and keeps the Director informed.

Operations – Office Support - _____, Chair

Implements services that lead to the efficient and effective functioning of the office. Provides support for volunteers and keeps the Director informed.

1. **Client Resources** – Kelly Hartlen
Provides current information on available resources for clients.
2. **Create/Revise Forms** – Roberta Phin
Revises, edits, and updates forms on a monthly basis. Creates new forms as needed.

3. **Donor Database** – Karin Epps
Develops and maintains a donation log. Transfers information to computer spreadsheet on a weekly basis.
4. **Filing & Shredding** – Joan Powner
Files new paperwork and shreds old paperwork.
5. **Gifts In Kind** – Dave Newman
Regularly monitor the web site for items that support the Food Bank.
6. **Grants Management** – Joanne Faber
Complies with the requirements of all grants.
7. **Grant Writer** - Ling Patty
Searches out grants appropriate for the food bank and makes applications.
8. **Historian** – Sharon Forbes
Maintains a compilation of pictures, newspaper articles, etc. on a monthly basis.
9. **Human Resources** – Joanne Faber
Reviews and processes new volunteer applications and makes referrals to volunteer opportunities within the organization.
10. **Information Technology**
Reviews, recommends, and maintains hardware and software needs. Obtains hardware and software and implements technological upgrades system wide.
Maintain Hardware/Software: Chris Mahon Maintain Server: Barry Perricone
11. **Print Forms** – Roberta Phin
Regularly checks food bank forms for availability and makes copies on a weekly basis.
12. **Thank You** – Billie McGivern (General) & Carol Stelter (Regularly Scheduled Businesses)
Creates and mails/emails standard form thank you letters to donors on a weekly basis.
13. **Volunteer Database** – Karen Kobzan
Uses client files to develop and maintain a client database on a weekly basis.
14. **Volunteer Scheduling** – Liz Collins, Ernie & Mary Hunkeler, Chris Mahon, Felix Fornino, Lee Robinson
Uses the volunteer database to contact volunteers and schedule monthly time slots.

Operations – Food Management – Sharon Alexander, Chair

Provides support for volunteers and keeps the Director informed.

1. **Animal Guardian Network** – Kris Strike, Karen Harris, Bob Fincher, Barbara Ausick
Monitors and directs the distribution of pet food.
2. **Care Club** - _____ (First Wed.) & Karen Harris (Third TH)
Schedules and supervises volunteers to distribute food on Care Club days.
Assistants: Margaret & Gus Wilson, David Shirey, Mike Reardon, Pete DiPietro, Linda Oughterson, Karen Bunning, Jeanne Panhorst, Karin Epps, Kathy Mahon, Rose Adams
3. **Community Service Hours** – Mary Gavagan
Schedules students for service hours and communicates with referral agencies/scheduling coordinators via email and phone.
4. **Daily Store Receipts** – Linda Oughterson (T,TH,Sat,Sun)
Weighs, stores/stocks food that comes in from stores.
Ned Benedict (M), Roberta Phin (W), _____ (TH), Richard Goldstein (F)
5. **Food Buyer** – Pete DiPietro
Purchases food to stock food bank pantry as needed.
6. **Food Delivery for Homebound** – John Murphy
Coordinates monthly deliveries of food to the homebound.
7. **Food Drives, Management** – Linda Oughterson

Communicates via email and phone with food drive donors about needs, timing and pickup. Schedules volunteers to sort, weigh, record weight, and store food upon receipt.

8. **Food Drives, Pick Up/Delivery** – _____
Coordinates food pickup at various sites on an as needed basis and see that it is delivered to the food bank.
9. **Food Drives, Solicitation and Scheduling** – Sharon Alexander
Solicits, communicates and tracks the database for food drives.
10. **Food Organization** – Karen Harris & Pete DiPietro
Weighs food donations, enters in donor log, marks food by month, sorts by food group, and stores in crates on a daily basis.
11. **Food Rotation** – Karen Harris
Coordinates the transfer of food back and forth between the food bank and the storage units.
12. **Personal Care Items** – Joanne Nolles
Prepares toiletries for disbursement to clients on a weekly basis.
13. **Store Pickup** – John Murphy
Coordinates the daily pickup of food from designated stores.
Drivers: Mary Baker, Gary Geagan, Ned Benedict, Bob Knox, Pete DiPietro, David Fraley, Bobbi Keen, Joanne and Pete Beschenbossel, Steve Yahner, Naomi Newman, Tom Lorenzo, Bob Fincher
14. **Volunteer Trainer** – Claire Steigerwald
Trains new volunteers on a monthly basis.

Operations – Special Events - _____, Chair

Provides support for volunteers and keeps the Director informed.

1. **Carefree Cowboy Christmas** - _____
Coordinates and schedules volunteers and information packets for distribution.
2. **Carefree Festival** – Linda Waymire
Coordinates a Christmas tree for auction and a float at the Parade of Lights the second week of December.
Assistants: Lynn Schulz, Karen Pritchard, Liz Collins, Monica Del Re
3. **Client Budgeting** - Shari & David Flatt
(CLEAR – CLient Education And Resources)
Provides seminars for clients on budgeting and job search.
Secretaries: Audrey Tellefson, Kelly Hartlen
4. **Empty Bowls** – Carole Perry and Pam DiPietro
Contracts for place and food, contacts artists about art donations and arranges the pickup of the donations.
Categorizes and catalogs art donations and arranges for the display of auction items.
Thank Yous - Carol Stelter Donation Pickup- Kathy Newby
Flyer Distribution - Pat Hardy
5. **Food Bank Tours** – Pam DiPietro (Linda Oughterson, Scott Rexinger)
Leads food bank facility tours for interested community groups as needed.
6. **Fundraising** – Kara Breen
On-going fundraising as well as major event fundraising.
7. **Holiday Meals** – Karen Harris
Coordinates assembling of bags of food for Easter, Thanksgiving, and Christmas meals for clients.
8. **Holiday Program** – Joanne Faber
Plans and carries out the distribution of gifts to clients for the holidays.
9. **Hunger Walk** – Bob Bean
Coordinates with Hunger Walk Committee; attends meetings to assure the Hunger Walk takes place each year.

10. **Parades** – Monica Del Re

Coordinate volunteers, brochures, candies and other needs for all Food Bank parades, including Carefree Festival float and Fiesta Days parade.

11. **Recycling** - _____

Coordinates current programs and develops new recycling programs.

Aluminum Can- New River – Bob Knox

Cardboard – Claire Steigerwald

Paper and Plastic Bottle Recycling - _____

Pick up items weekly and take them for recycling.

12. **Speakers Bureau** – Nancy Jones

Develops and makes presentations to community groups as needed.

13. **Taste of Cave Creek** – Andrea Winters

Coordinates and schedules volunteers and information packets for distribution.

14. **Volunteer Thank You Event** – Lori Kollas

Organizes an event for all volunteers in the spring.

15. **Volunteer Uniforms** – Nancy Jones

Organizes the sign up, ordering, purchase, and distribution of uniforms for volunteers.

16. **Wicked Halloween in Cave Creek** – _____

Organizes activities that showcase the Food Bank at this event.

Finance – Karen Kobzan, Chair

Oversees income and expenses and provides direction to the Board.

Committee Members: Kathy Mahon, Lee Robinson

Financial Reports:

1. **Monthly Volunteer Statistics** – Jeanne Panhorst
 2. **Monthly Client Food Assistance Statistics** – Jackie Habib
 3. **Monthly Financial Assistance Statistics** – Jackie Habib
 4. **Monthly Food Donation Statistics** – Jackie Habib
 5. **Monthly Activity Report** – Karen Kobzan
 6. **Disbursements/Signature Logs Report** – Claire Steigerwald, Bonnie Gigliotti (Tallies)
 7. **Animal Food Request Log Report** – Barbara Ausick
- Prepare monthly activity reports.

Facilities – Scott Rexinger, Chair

Oversees direction, project(s) definition, and the physical structure design, maintenance, and repair procedures of the food bank facilities and equipment.

Committee Members: Ned Benedict, Vansel Stapleton, Lamont Cole, Jerry Thompson

Specialty Areas:

Plumbing: Pete DiPietro, Volunteer

Pro Bona Electrical: _____

Carpenter/Remodeling: Jerry Thompson, Volunteer

Pro Bona Thermostat\AC: Danny Lum

Pro Bona Cleaning/Maintenance: Manny Gonzalez

General Repairs/Help: Ned Benedict, Vansel Stapleton, Lamont Cole, Pete DiPietro, Scott Rexinger

Jobs:

1. **Energy Monitor** - Sue Pierce

Reviews, recommends, and tracks all energy related facility issues.

2. Repairs - _____

Determines and resolves all facility problems.

3. Maintenance - _____

Develops, schedules, and directs all ongoing projects to maintain facility, appliances, etc.

4. New Facility - Scott Rexinger

Supports the search, develops recommendations for any new facilities, and initiates a transition plan.

5. Vehicle(s) - Pete DiPietro

Responsible for the maintenance, warranties, and upkeep of vehicle(s).