



Condensed Pre-Distribution Huddle Talking Points for Free Groceries Distributions

June 2022

The pre-distribution huddle is meant to unify volunteers, establish a safe environment, and help all volunteers feel informed and ready to conduct a client-centered distribution.

The below guide is a condensed version of our pre-distribution huddle talking points. This version is meant to be used by sites that are very familiar with the full talking points and proficient in leading a pre-distribution huddle. It may also be used by sites with only long-term, recurring volunteers who may not need detailed instruction every distribution.

Whenever possible, please review these key topics with all volunteers, prior to every distribution. It is also best practice to occasionally revisit the full Farmers' Market or Drive Thru talking points to refresh yourself and your team.

Welcome and Overview

- Thank volunteers for giving their time and making an impact
- Introduce yourself and other lead volunteers
- Make sure volunteers are checked in and have role assignments
- Let volunteers know where to find restrooms and supplies
- Briefly explain your distribution layout and the distribution process
- Remind volunteers to be kind, have fun, and build community

General Safety

- Volunteer another time if you are unwell or have symptoms
- Stay alert in the parking lot, wear a safety vest, and always look around while moving through traffic
- Face masks are required indoors and encouraged outdoors
- Use your legs and core muscles to lift
- Team-lift heavier items
- Take breaks and stay hydrated

Food Safety

- Wash your hands or apply hand sanitizer
- Volunteers working with food must wear gloves
- Volunteers handling meat must change gloves if changing tasks
- Never repurpose any part of the meat, egg, or milk boxes
- Sanitize all surfaces before and after they are used
- Never place food directly on the ground
- Discard damaged, moldy, or spoiled food and send pictures to Second Harvest
- Protect cooler and freezer items from heat/sun with freezer blanket, shade, etc.