



Community Food Rescue Volunteer Food Runner Check List Review and take items listed on each run

Updated: April 1, 2020

Take these items on every food run:

- [CFR Food Safety Guidelines](#)
- Directions to donor and recipient locations and phone numbers
- CFR hat, car magnet, to identify yourself as a CFR volunteer (we will mail these after you do your first food run)
- March 2020 [Essential Services letter](#) on Manna Letterhead
- Mobile phone to check last minute food run emails or texts and **take photos to send to administrator after the run.**
- CFR Program Director's contact info: Cheryl@communityfoodrescue.org 240-491-1958.

Take these items on food runs that require time and temperature control (hot, refrigerated, or frozen foods):

- [CFR Food labels for prepared foods \(if not already labeled\)](#)
- Thermal blanket, (only needed for frozen food in summer when food runs are more than one hour). Borrow from Manna Food Center 9311 Gaither Rd. Gaithersburg M-F 8am-3pm.

If you'll be handling produce or unwrapped bakery items, make sure to take:

- Food grade, single-use (disposable) gloves. Obtain from Manna Food Center 9311 Gaither Rd. Gaithersburg M-F 8am-3pm. Or purchase on your own: [one example](#)

After each food run:

- Send photos to cheryl@communityfoodrescue.org
- Complete Status of food run: Login to ChowMatch account (either mobile app or from computer). Volunteer>My Active/Past Food Runs> click on "complete status" next to listed food run. Complete Rating, Pick-up, Dropoff and Run Status. Click Submit.