

Shopping Program Guide

Site Responsibilities

Shopping Process

- Agency Shopping hours are Monday - Friday, 8am - 12pm and located on 31st Ave and Thomas in Phoenix.
- All agencies are allowed up to (3) people to shop for 30 minutes at their pre-designated time-frame.
- Agency will bring their own containers/bins/coolers to hold product while shopping and for safe transport. SMFB will supply (2) shopping carts per agency for bread and cooler items and freezer and dry items.
- When agency is finished Shopping, SMFB will weigh product types and provide a receipt. If agency purchased any items, invoice must be paid within 10 days of Shopping date.

Reporting & Compliance

- Shopping products are considered "Donated" and will follow all Donated compliance standards including client intake
- Report total # of households and individuals served as a "mass click" in Link2Feed, our online database system, by the 1st of the following month. ***Subject to change based on site's participation in other programs**

Staffing & Volunteers

- Individuals shopping on behalf of agency, must present Food Safety Certification and SMFB Shopping badge at each visit
- Provide appropriate number of volunteers to support the volume of product being distributed
- Staff and/or volunteers will assist with shopping for items or unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety

Distribution Process

- Offer food distribution(s) as frequently as site chooses. Minimum is (1) time a month
- Timeframes and dates to conduct food distributions is dependent on the site's availability



St. Mary's Food Bank's **Shopping Program** offers the ability to freely pick and choose food and non-food items out of our Phoenix warehouse for client's specific needs.

Quantity, product type, and limits may vary but may include fresh fruits, vegetables, bread, beverages, protein, snacks, canned good and hygiene or household products.

All agency partners are eligible to participate in the Shopping program but program is intended for Congregate meal sites due to bulk product availability.

For client safety, agency partners participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered?
Contact Agency Services:

General: (602) 322-7861

Northern AZ: (602) 344-4100

Email: agencyservices@stmarysfoodbank.org

