



Bedford Community Table/Pantry, Inc.
Town Center • 12 Mudge Way • Bedford, MA 01730
www.bedfordfoodpantry.com

Dear Pantry Participant:

Here is your pantry card and number for 2017. The pantry (Bedford Town Center, 12 Mudge Way) is open on Thursdays, from 4:30 to 6:00. We are often closed during holiday weeks. Check our website at www.bedfordfoodpantry.org for current schedules.

The Bedford Food Pantry serves many people and we've established these procedures to make the process work smoothly for everyone.

1. Bring your pantry card.
2. Fill out the white slip for special items before you arrive. Each week your bag(s) will contain a slip to use the following week.
3. Arrive during pantry hours, not before. The pantry is open Thursdays, 4:30-6:00. No service is available before 4:30, and our volunteers count on that time for preparation. If you come before 4:30 you will have to stand, since there is nowhere to sit. We will move items left in the hallway.
4. Don't park by the dumpster. We use the space by the dumpster for volunteers and deliveries. There is ample parking behind the building.
5. Enter through the front or the rear door, not the side door marked "Deliveries." From the front door, go downstairs and turn left. From the rear door, follow the corridor to the end and turn right. Please do not approach the area with free items, bread and produce until it is your turn to be served.
6. Wait in the main corridor. At 4:15 a volunteer will give out numbered cards. When your number is called, you may select a few bread, produce, or free items. Then pick up your bag(s) of food at the pantry door.
7. Limit yourself to a few free items. The items on the free/bread tables are there for everyone. Please don't be a pig!
8. Do not sort through your items in the hallway. This creates a safety hazard and confusion. Once you're home, if you find items you don't want, return them to us next time.
9. Please be patient and courteous. The food pantry is run solely by volunteers, and we count on everyone to be cooperative and respectful. Anyone who does not comply with these procedures, or who is rude or abusive to the pantry staff, will have their number cancelled and will no longer be allowed to use the pantry.
10. Stay for dinner or exit through the rear door. We provide a complimentary community dinner at 5:00 most Thursdays during the school year. Everyone is welcome. We hope you'll stay and join us! (You may also come for the dinner first and pick up your pantry items on the way out.)