

# Crate Filling

Thank you so much for volunteering to fill crates for us. These are the crates that volunteers will use to fill the pantries from during their shift. These crates will be stocking the smaller east side pantries as well as the larger west side pantries.

## Crate Contents – Regular Food Crates

This is a basic guide to go by. The actual contents of the crates will depend on what we have in stock and the time of year.

2 cans veggies  
2 cans beans or 1 bag dried beans  
2 cans of soup  
2 canned meals (chili/pork and beans / Chef Boyardee)  
2 canned meat– tuna/Vienna sausage/chicken  
1 jar of peanut butter  
1 jar of Jelly/jam  
3 envelopes oatmeal  
1 small container/bag of oatmeal  
2 mac and cheese  
2 ramen noodles  
1 pkg pasta  
1 can pasta sauce  
1-2 items from “boxed goods” shelf  
2-3 items from “Misc” shelf  
1-2 drink items  
1 bag/box rice  
20 individual snacks  
Formula / baby food/diapers  
1-2 bakery treats from the bread shelf

- Make sure there are no open boxes/packages left on the shelves. If a box/package was opened, remove all single items and discard packaging
- When you are done filling each crate, it should be full and could even be a bit heaping (but nothing should be falling out).
- Above is just a guide, feel free to switch things up if we are out of something, or heavy on something. We do get interesting/fun donations from time to time – if you see something that you think would be fun to put in the pantry – add it!
- When placing filled crates on the shelves, make sure to place in a manner such that the old crates go out first and new crates go out second.

## Crate Contents – Large Pantry Crates

This is a basic guide to go by. The actual contents of the crates will depend on what we have in stock and the time of year.

- fill the crates with as many things as you can from the “Large Pantry Items” shelf
- fill in to make the crates full with items from around the pantry - snacks, misc shelf items, meals, soup, etc.

## Crate Contents – toiletries

Normally one crate of toiletries is being split by a volunteer between Trinity and St. Andrew’s. Again, contents of the crate will depend on donations.

4 bars of soap  
2 toothpaste  
2 toothbrushes (do not open packages unless inside contents are indiv wrapped)  
2 shampoo  
2 conditioner  
2 deodorant  
4 toilet paper  
2 packages adult diapers  
2 paper towels  
Diapers /depends  
Cleaning products  
6 packages of laundry soap  
8 bags of feminine hygiene products

## Once complete filling crates,

- Ensure all cardboard has been broken down completely and brought to the dumpster
- Check the trash can to see if it needs to be emptied. If so, bring out to the dumpster.
- Make sure carts are empty and ready for donor use