

Pat Roberts Food Distribution Building Emergency Access Procedures

Attention Menominee Community:

For your safety and the safety of our community, the Food Distribution building will now be open with limited access. The following procedures are in place for your safety:

1. The warehouse and store are closed to the public.
2. The waiting area (door located on the side of the building) will be open for you to complete applications or order food.
3. Please limit to no more than 4 heads of households at a time in the waiting area.
4. Applications will be available in the waiting area. There will be no handling of paperwork, ID's, or forms back and forth. We ask you to leave verification paperwork with your application, and we will mail it back to your home address.
5. There is a basket you can leave the filled out application in.
6. We will not require signatures on any food order sheets or pantry forms. The workers will sign for them for you.
7. You can go over your food order through the service window.
8. After completing your order, please return to your vehicle to wait for your order.
9. The warehouse personnel will be wearing gloves to put your order together and bring it to your vehicle.

***For your safety and ours, we would prefer you call to complete your application over the phone or our applications are on the Menominet. If you have access to e-mail, fax or phone we ask you to submit your application that way.

***Deliveries will be no "person-to-person contact" as well. The workers are informed to beep the horn after leaving the food on your porch or designated area. Workers will observe from the delivery vehicle. You will need to retrieve your food. Once the workers see someone coming out to get your food, the worker will sign the paperwork for you from the delivery vehicle and then leave.

Sorry for any inconvenience, but your safety is our goal. If you have any concerns please feel free to reach out to the Food Distribution Staff.

Contact information: 715-799-5132 – phone 1

FAX# - 715-799-4325

715-799-5164 – phone 2

715-799-5132 - phone 3

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