



**Take what you need. Leave what you can.**

**Newton Community Freedge Collaborative (NCFC)  
Overview of Community Partner Roles and Responsibilities**

**NCFC Mission Statement:** *To provide an alternative, anonymous, and free supplemental food program for all who have need, supported by the collective resources of the community. We value inclusivity, equity and diversity and remain apolitical.*

**Expectations for Community Partners:**

- A **Senior Partner** is responsible for providing a volunteer team (including a Team Captain and 3 Freedge Monitors per day) to assume freedge duties **at least one day per week**
- A **Junior Partner** is responsible for providing a volunteer team (including a Captain and 3 Freedge Monitors per day) to assume freedge duties **at least one day every other week**

**Team Captain Responsibilities:**

- Serve as Community Partner liaison to the NCFC Volunteer Coordinator
- Serve as the primary point person for volunteers from your organization
- Recruit and manage Freedge Monitor volunteers for assigned days

**Freedge Monitor Responsibilities: (FMs are asked to complete their responsibilities at one point during their assigned shift: shift timeframes are 7-9 am, 12-2 pm, or 5-7 pm)**

- Pick up food donations from local Business Partners
- With provided supplies, sanitize handles of the freedge and clean up spills inside and around refrigerator and pantry
- Check items for expiration dates, freshness, and adherence to donation guidelines; discard items per provided guidelines
- Organize refrigerator and pantry shelves as needed, placing new items in the back
- Inventory regularly stocked items and determine re-stocking needs
- Purchase and restock items, if assigned by Team Captain
- Take photos of refrigerator and pantry contents for posting on social media
- Report issues, problems, or feedback to Team Captain

**COVID-19 Safety Guidelines:** *All volunteers are asked to follow these safety guidelines:*

- Wear a mask
- Sanitize your hands before and after opening the freedge or wear gloves
- Wipe down the door handles at the end of your visit
- Maintain a distance of 6 feet from all individuals who visit the freedge

**Questions? Contact Newton Community Freedge Collaborative Volunteer Coordinator:  
newtoncommunityfreedge@gmail.com**