



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

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

**Newton Community freedge 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 at least 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 at least 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 freedge 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

**Questions? Contact Newton Community freedge Collaborative Volunteer Coordinator:  
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