

PROCEDURE FOR PICKING UP “BREAD OF HOPE” FOR LOAVES & FISHES

Updated 1/15/2015

Lakewinds Food Co-op at 6420 Lyndale Ave. in Richfield will have the bread ready for pick-up any time after 7:00 a.m. until 2:00 p.m. Go to the loading dock area on the southwest end of the building. At the man door you will see a buzzer. Push the buzzer and wait for a long beep. Once you hear the beep, pull hard on the door handle to open. If the door buzzer does not respond, go to the customer service desk in the store and tell them what you are there for. They will call someone to help you. The person that is at the dock area from 7 a.m. to 2 p.m. is Steve Swenson. If you need to contact him, please see his phone numbers below. We do not pick up bread on any National Holiday.

Once inside the door, you'll see several carts lining the long hallway. The bread for Bread of Hope will be in large white or green plastic bags in grocery carts ready for pick-up. (The bags of bread should fit in the trunk of a car.) It is the bread that is wrapped or unwrapped and without the labels. There will be other bread in grocery carts in the same area; however, if they have labels, they are for VEAP volunteers to pick-up at a later time. If there are bags of bread with a mixture of labeled and non-labeled bread, we do not need to go through the bags to separate it. Simply take any bread and/or bags that have bread in them that is not labeled.

Once you have loaded the bread, return the carts to the inside dock area. Deliver the bread to Hope Presbyterian Church at 71st & Portland. After turning off Portland Ave into the parking lot, proceed about 100 ft to the main church office door (so marked). You can park in the fire lane area next to the main entrance (double doors). The church doors open at 8:00 a.m. Do not attempt to enter the doors marked for Loaves & Fishes, which is about 75 ft west of the main entrance. It is locked until about 4:30 pm.

Once inside the church, look in Classroom H130 just to the right of the Office area for a cart to haul the bread. If the cart is not in this room, continue through the double doors ahead to the Atrium Room on the left. It may be in the kitchen area towards the back of this room.

On **Thursdays**, load the bread in the cart and deliver to Classroom H130 just to the right of the Office area and return the cart where you found it.

On **Mondays, Tuesdays & Wednesdays**, load the bread in the cart and proceed down the corridor that was on your left as you came through the double doors. Stop at room H141 Volunteer Office on your left to pick up the key for the Fellowship Hall. The keys are in the Loaves & Fishes mail box at the rear of room H141.

Go back to the hall you were in and proceed down the hall to the elevator on the left. (It will be just before you reach the Sanctuary.) Push LL for lower level. Once you exit the elevator, turn to the left and proceed down the ramp to the Fellowship Hall. If the Fellowship Hall door is locked, use the key with the “6” on it to unlock the door. Place the plastic bags of bread on the long serving table on the left. They will sort and display later.

Return the cart to the room you found it and the keys to the Loaves & Fishes mail box. Thank you for your help.

Contacts:

Lakewinds: Steve Swenson – 612-814-8012, Cell 612-876-5789.

Hope Presb: Cindy Forsgren, secretary in the office. If office is closed and you need someone, call the custodian – 612-325-4057. You do not need to check in at the office when you deliver the bread.

Loaves & Fishes: Menekek Giddings is the Site Coordinator and manages the Loaves & Fishes supper at the church. She does not get to the Fellowship Hall until about 2 p.m. in the afternoon. You can reach her at 612-869-7700 or at hopechurch@loavesandfishesmn.org.