



7900 Mack Ave
Detroit, MI 48214
313.732.9302
Maccdevelopment.com

Volunteer Job Aid for Grocery Delivery

Created 5.27.22
Updated 5.31.22

Before Shopping:

1. **Create a Paypal account or Zelle account for the reimbursement process.**
2. **Obtain the client's contact information and grocery list from the liaison of 48214 CARE.**
 - a. Contact information: Name, address, & phone number
 - b. Grocery list: Make sure you confirm the items on the list with the liaison for verification and approval. (I.e: If you need any specifications with items, contact the liaison)
3. **Contact the client to confirm dropoff for groceries.**
 - a. Before starting the grocery shopping, please call the client to confirm the drop-off time.
 - b. Confirm with the client to see if there are any accommodations are needed.
4. **Once you receive the grocery list, it is finalized. No exceptions.**
 - a. Please do not make any changes without the approval of the liaison or program manager.

While Shopping:

5. **Please keep in mind that the total amount for food items is \$50 and for non-food items is \$50, with a grand total of \$100.**
 - a. If there is an instant where the total may be over the limit, please contact the liaison for approval.
6. **If there is a food item unavailable on the list, please use your discretion to find the best alternative.**
 - a. If you are unsure about the best alternative, contact the client directly.

Delivering the groceries:

7. **Please refer to the volunteer protocols listed in the handbook for delivery expectations.**
 - a. You can find the handbook [here](#).
8. **When the order is completed, please send the following to 48214CARE@mackave.com:**
 - a. **A picture of the receipt**
 - b. **Your Paypal/Zelle information for reimbursement**

If you have any questions or concerns: please contact
AlexSandra Clark, Program Manager of 48214 CARE

P: 313.732.9302 x708

E: alexsandra@mackave.com

Seeking the holistic revitalization of Detroit's 48214.
Block by block. Neighbor by Neighbor.