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A Partnership That Works for Those in Need

HDC's Guidelines & Responsibilities

(Everyone who volunteers, helps, or works at HDC is doing so as an unpaid volunteer)

Remember: We are all members of the same Team. We always help each other while at HDC.

Don Hawkins
President & CEO
317-632-0500

Contacts suppliers, screens agencies & pays bills.

Dawn Hatten, Warehouse Manager (317) 419-4365

The **Warehouse Manager** is responsible for making sure 1 the warehouse is opened and closed as scheduled, **2** schedules, coordinates, and trains **Team Leaders & Volunteers**, **3** the **Team Leaders** know where the inventory should go, **4** all trash and cardboard are taken to the dumpsters, **5** all empty pallets are stacked outside, **6** all floors are swept, and **7** all carts are returned to the cart area, **8** all lights are turned out before leaving.

Charlie Kootz, Warehouse Driver (610) 657-5673

The **Warehouse Driver** is responsible for making pickups and deliveries to and from our suppliers as scheduled.

Ron Wilson, Maintenance Manager (317) 439-4397

The **Maintenance Manager** is responsible for the building maintenance.

Clare Osborn
Team #1 Leader
Brown Bag (317) 313-0823

Robinett's
Team #2 Leader
(317) xxx-xxxx

Team #3 Leader
(317) xxx-xxxx

The **Team Leaders** are responsible for their team, including **1**) scheduling, **2**) unpacking and sorting incoming inventory, **3**) making sure all trash and cardboard have been taken to the dumpsters, **4**) making sure the floors are swept, **5**) making sure all the pallets have been taken outside, all before they leave for the day.

Volunteers
Team #1

Volunteers
Team #2

Volunteers
Team #3
All other volunteers

Volunteers that help at HDS can take a box of non-perishable food and/or personal hygiene items home with them when they leave plus some sodas or water. Thank you for volunteering here at HDC, **Don Hawkins**.

(Revised 5Aug24 at 1200)