



# FOOD & FUND DRIVE DONATION DELIVERY PROCEDURES

Please distribute these procedures to whoever will be delivering food donations.

1. **Receiving hours are Monday-Friday, 8:00 AM-3:00 PM.** Community Food Share is located in Louisville's Colorado Technology Center at 650 S. Taylor Avenue.
2. **It is very important that you notify us prior to delivering food donations, so that we have staff available to unload and weigh your food.** Please confirm your delivery day and time with Ryan Yarrow, our food procurement manager ([ryarrow@communityfoodshare.org](mailto:ryarrow@communityfoodshare.org)).
3. When you arrive at Community Food Share, drive to dock door 3, located at the rear of our building. There is a buzzer located next to the people door. Someone will help you unload and provide you with a donation receipt.
  - o Please give all monetary donations to the staff member who assists you at dock door 3.
4. If food is to be weighed by individual departments or teams, please mark it, and load it into your vehicle(s) accordingly. Be sure to inform our staff members that the loads need to be weighed and tracked separately.
5. If you borrowed collection barrel or you have unused collection boxes, please return them when you deliver the food.

Questions? Please contact:

**Ryan Yarrow, Food Procurement Manager**  
[ryarrow@communityfoodshare.org](mailto:ryarrow@communityfoodshare.org)  
(303) 652-3663 ext. 222