**INTAKE SCHEDULE updated 11-15–19**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekend** | **Email** |  |
| Noreen Heheman  9/21/16 | 732-262-3848 or  732-779-7936 | 9 a.m.-  12 p.m. |  |  |  |  |  | rheheman@verizon.net |  |
| Karen Rott  9/21/16 | 732-276-8399 or  732-688-6323 | 12 p.m.-  4 p.m. |  |  |  |  |  | karenrott@verizon.net |  |
| Linda Panaccione 9/21/16 | 732-255-1811  732-604-3624 | 5 p.m.-  9 p.m. |  |  |  |  |  | lin.panaccione@gmail.com |  |
| Cathy Engelhardt  9/21/16 | 732-240-2814 or  732-330-5541 |  | 9 a.m.-  1 p.m. |  |  |  |  | cath13ardt@verizon.net |  |
| Sheila Cahill  9/21/16 | 732-341-7162 |  | 1 p.m.-  5 p.m. |  |  |  |  | [sacahill2@yahoo.com](mailto:sacahill2@yahoo.com) |  |
| Annette Averna  11-15-19 | 732-286-2162 |  | 5 p.m.-  9 p.m. |  |  |  |  | [tomnet2@aol.com](mailto:tomnet2@aol.com) |  |
| Barbara Chesnicka 2-24-18 | 732-886-2412  732-278-2372 |  |  | 9 a.m.-  1 p.m. |  |  |  | [joechez123@aol.com](mailto:smarinojennings@gmail.com) |  |
| Pat Capelli | 848-333-9943 |  |  | 1 p.m.-  5 p.m. |  |  |  | pcapelli56@gmail.com |  |
| Tom Jones | 732-349-5529  848-333-5529 |  |  | 5 p.m.-  9 p.m. |  |  |  | [Tdjones2019@gmail.com](mailto:tdjones2019@gmail.com) |  |
| Theresa Nobili  2-11-19 | 609-994-1092 |  |  |  | 9 a.m.-  1 p.m. |  |  | [beingfaithjustice@gmail.com](mailto:beingfaithjustice@gmail.com)  (limited internet usage) |  |
| Arlene Gratzel  9/21/16 | 732-279-1663 or  732-606-3525 |  |  |  | 1 p.m.-  5 p.m. |  |  | [apgratzel1968@verizon.net](mailto:apgratzel1968@verizon.net) |  |
| Agnes Hebler  9/21/16 | 732-341-5918  908-216-5312 |  |  |  | 5 p.m.-  9 p.m. |  |  | [agneshebler@yahoo.com](mailto:agneshebler@yahoo.com) |  |
| Karen Panzino  7-1-19 | 732-317-9210  732-996-8955 |  |  |  |  | 9 a.m. -  1 p.m. |  | [apankar@aol.com](mailto:kfr0923@aol.com) |  |
| Barbara Napolitano  9-2-18 | 732-929-0021  732-278-0131 |  |  |  |  | 1 p.m. – 5 p.m. |  | [Napo5@comcast.net](mailto:Napo5@comcast.net) |  |
| Barbara Napolitano  9-23-18 | 732-929-0021  732-278-0131 |  |  |  |  | 5 p.m. – 9 p.m. |  | Napo5@comcast.net |  |
| Louise Theiller  6/21/18 | 732-276-8350 |  |  |  |  |  | weekend | [lthei@aol.com](mailto:lthei@aol.com) |  |
| ***Substitutes*** |  |  |  |  |  |  |  |  |  |
| Colleen Kehler | 732-270-4746 or  908-303-4851 | Back up/  Fill in |  |  |  |  |  | [ckehler70@hotmail.com](mailto:ckehler70@hotmail.com) |  |
| Marlene Kern | 732-534-0997 or  201-317-3600 | Back up/  Fill in |  |  |  |  |  | [markern@optonline.net](mailto:markern@optonline.net) |  |
| Ruthanne Galanti | 732-915-9407 | Back up/  Fill in |  |  |  |  |  | galanti@comcast.net |  |
| 11-15-19 |  |  |  |  |  |  |  |  |  |

**Reminders:**

1. Intake forms must now be sent to Joe Damato ( [ajax50@aol.co](mailto:ajax50@aol.co)m )
2. Homeless cases not being taken at this point. Message on phone refers them to other agencies.

(3) Refer all FOOD PANTRY DELIVERY calls to Chuck Kern (201-317-8818)

(4) New guests for Food Pantry: Make sure they are in our parish boundaries; if not, refer them to pantry near their address.

(5) Other Food Pantry related calls: John Connelly (732-232-7184)

(6) Please erase all messages before your shift ends. If you pick up a message but are unable to reach the guest, please continue trying, do not leave the message for the next shift.

(8) CALLS FOR CHRISTMAS PRESENTS: Tell guest to call the St. Luke Church number--732-286-2222 X309 and leave name and phone number. They may be placed on the "Giving Tree" list.