**INTAKE SCHEDULE updated 11-15–19**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekend** | **Email** |  |
| Noreen Heheman9/21/16 | 732-262-3848 or732-779-7936 | 9 a.m.-12 p.m. |  |  |  |  |  | rheheman@verizon.net |  |
| Karen Rott9/21/16 | 732-276-8399 or 732-688-6323 | 12 p.m.-4 p.m. |  |  |  |  |  | karenrott@verizon.net |  |
| Linda Panaccione 9/21/16 | 732-255-1811732-604-3624 | 5 p.m.-9 p.m. |  |  |  |  |  | lin.panaccione@gmail.com |  |
| Cathy Engelhardt9/21/16 | 732-240-2814 or732-330-5541 |  | 9 a.m.-1 p.m. |  |  |  |  | cath13ardt@verizon.net |  |
| Sheila Cahill9/21/16 | 732-341-7162 |  | 1 p.m.-5 p.m. |  |  |  |  | sacahill2@yahoo.com |  |
| Annette Averna11-15-19 | 732-286-2162 |  | 5 p.m.-9 p.m. |  |  |  |  | tomnet2@aol.com |  |
| Barbara Chesnicka 2-24-18 | 732-886-2412732-278-2372 |  |  | 9 a.m.-1 p.m. |  |  |  | joechez123@aol.com |  |
| Pat Capelli | 848-333-9943 |  |  | 1 p.m.-5 p.m. |  |  |  | pcapelli56@gmail.com |  |
| Tom Jones | 732-349-5529848-333-5529 |  |  | 5 p.m.-9 p.m. |  |  |  | Tdjones2019@gmail.com |  |
| Theresa Nobili2-11-19 | 609-994-1092 |  |  |  | 9 a.m.-1 p.m. |  |  | beingfaithjustice@gmail.com(limited internet usage) |  |
| Arlene Gratzel9/21/16 | 732-279-1663 or732-606-3525 |  |  |  | 1 p.m.-5 p.m. |  |  | apgratzel1968@verizon.net |  |
| Agnes Hebler9/21/16 | 732-341-5918908-216-5312 |  |  |  | 5 p.m.-9 p.m. |  |  | agneshebler@yahoo.com |  |
| Karen Panzino7-1-19 | 732-317-9210732-996-8955 |  |  |  |  | 9 a.m. -1 p.m. |  | apankar@aol.com |  |
| Barbara Napolitano9-2-18 | 732-929-0021732-278-0131 |  |  |  |  | 1 p.m. – 5 p.m. |  | Napo5@comcast.net |  |
| Barbara Napolitano9-23-18 | 732-929-0021732-278-0131 |  |  |  |  | 5 p.m. – 9 p.m. |  | Napo5@comcast.net |  |
| Louise Theiller6/21/18 | 732-276-8350 |  |  |  |  |  | weekend | lthei@aol.com |  |
| ***Substitutes*** |  |  |  |  |  |  |  |  |  |
| Colleen Kehler | 732-270-4746 or908-303-4851 | Back up/Fill in |  |  |  |  |  | ckehler70@hotmail.com |  |
| Marlene Kern | 732-534-0997 or201-317-3600 | Back up/Fill in |  |  |  |  |  | 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.com )
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.