

Logistics & Safety

HUB SITE: Maple Valley Food Bank

Hub Site Address: 21415 Renton-Maple Valley Rd, Maple Valley, WA 98038

Anticipated Traffic: of 1 – 24 completed surveys per day.

Emergency & Safety

Emergency Meet Up Location: Foley's Produce, 21419 Renton-Maple Vly R, Maple Valley, WA 98038



Safety & Site Access Protocols:

- 2 parking spaces available for visitors/ PIT volunteers. Located to the right as you drive up to the facility from main access road. Dedicated spots would be marked off for the PIT volunteers.
*limit to only two volunteer parking spots
parking can be tight during pick up and food bank delivery
There is a bus stop on Interstate 18 near the driveway entrance of the food bank.

Transportation: Located along SR-169, north of downtown Maple Valley. The driveway is located next to Foley's Produce.

- Use the Buddy System when possible.
- Carpool or public transportation is recommended.

Key Contacts

Role	Name	Contact Info
Site Point of Contact	Allie Littlefield	Allie@maplevalleyfoodbank.org">Allie@maplevalleyfoodbank.org / (425) 432-8633, Ext. 105
Secondary Site Contact	Carl Dodd	carl@maplevalleyfoodbank.org
Hub Lead 1	Ben Mathewson	ben.mathewson@kcrha.org
Regional Coordinator	Janelle Rothfolk	janelle.rothfolk@kcrha.org / 425-457-2349

Site Access & Setup

Entry Point: Meeting space accessed via the main parking lot.



2026 PIT Count

Enter here.	Primary Meeting Space - ballroom	Table and chair storage – closet in ballroom; multiple round tables and chairs available for use during data collection	Restroom access within ballroom
View of volunteer parking area from main approach	Parking for volunteers – limited to 2 spots	Main driveway	Main driveway alternate view
PIT Kit storage in the office, access located in front of volunteer parking lot.	Wide view of Lower office entrance	Lower Office – PIT Kit storage and alternate data collection site	Lower Office kitchen

Schedule & Resources

HUB SITE: Maple Valley Food Bank

Shift Schedule

There will be at least 4 interviewers and 1 Hub lead supporting the site each day.

Shift Type	Dates	Time
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2026 PIT Count

Morning Block	Mon, Tues, Wed (Jan 26, 27, 28 & Feb 2, 3, 4)	8:30 am to 1:30 pm
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SUPPLIES & KITS

Location: PIT Kits are stored with the Site Point of Contact. Kit Contents:

- Surveys & Tablets
- Emerald City Resource Guides
- Partitions and white noise machines for the ballroom

RESOURCES FOR RESPONDENTS

If you know a resource not listed, please share it with the Hub Lead!

1. PRINT: Emerald City Resource Guides

- **Action:** Distribute physical booklets to interested respondents.
- **Audience:** Best for those without reliable technology access.

2. DIGITAL: Findhelp.org & Emeraldcityresourceguide.org

- **Action:** Use these sites to search for specific shelter or food resources around zip code 98038.
Resources – [LINK](#)

3. WORD OF MOUTH:

VOLUNTEER NOTES

(Space for daily notes, wifi passwords, or specific door codes)

