JRS AUSTRALIA
JESUIT REFUGEE SERVICE

FOODBANK DELIVERY INSTRUCTIONS
CHRISTMAS 2026

Thank you for donating to the JRS Australia Foodbank. Your generosity makes a real difference to people seeking safety in our community.

Christmas is our busiest time of year. Following these instructions will help us ensure we have the space to receive your delivery and the staff and volunteers to assist – so that every donation reaches someone in need before the holidays.

Delivery deadline: Please deliver your donations to us by **Thursday 3 December.** This gives us time to sort and distribute donations to those that rely on our Foodbank before we close for the holidays.

Drop off Time: We can accept donations on **Mondays, Tuesdays** and **Thursdays** from **10.00am to 4.00pm.** Extended hours are available until **6.30pm on 1 and 3 December.**

Drop Off Location: Our address is 10-12 Victoria Road, Parramatta, but access to our loading zone is via **Villiers Street, next to the Ann D.Clark Centre** *(See the following page for photos and further instructions)*

Please give us 3 days notice of your intended delivery time, so we can have the right staff and space ready to receive it.

Who do I contact to arrange my delivery?

Kristina Lawton
Food and Material Aid Officer

Working Days: Monday, Tuesday, Thursday, 8.30am-4.30pm
Phone: 0434 422 573
Email: Foodbank@jrs.org.au

To Enter:
On Villiers Street, next to the Ann D. Clark Centre, **look for a driveway marked 'Deliveries for Catholic Education Office'** - enter through here *(pictured below)*

Just inside the gate, on your right, you will see a sign that says **'Loading Zone JRS'** with two parking spots. Park there, then call Kristina to let her know you have arrived, and we will come out to help you unload.

To Exit:
To exit from the JRS carpark, drive straight past the building foyer, turn left, and drive between the pillars marked 'Exit'. You will now be in an underground carpark. Proceed to the gate and press the blue button. The gate will open and you may exit.