

## VOLUNTEER DESCRIPTION

### All Food Pantry

**Position Description:** Beverly Bootstraps has always been committed to feeding people in the community who need food assistance. This position will support the processes of the Food Pantry and will work with the Food Assistance staff to provide support in distribution of food during days of operation.

**Position Title:** Food Pantry Volunteer

**Reports to:** Food Assistance Coordinator

The volunteer shift is one shift a week. Volunteers may choose more than one shift. Volunteers are asked to commit to a minimum of three months.

#### Volunteer position may include the following jobs

- Distributing food to clients in a consistent, friendly manner
- Greeting each client and register their visit in the Food Pantry database.
- Bagging produce and bakery items.
- Checking food expiration dates and stocking Food Pantry shelves
- Keeping the Food Pantry area free of debris and recyclable items.
- Restocking/rotating food
- Running daily reports
- On occasion, we will have a slow day in the Food Pantry. On these days, volunteers will be asked to help with pantry chores such as cleaning, unloading trucks and vans from the local food banks, bagging produce and bakery items or stocking food pantry shelves.

#### Volunteer Requirements:

- Volunteers will have a significant amount of contact with clients. It is our goal that each client will have a positive experience while using our emergency food services.
- Volunteers should be able-bodied and capable of reaching, grasping, and lifting up to 40lbs.

For more information about our Food Pantry please click [here](#)