

## **VOLUNTEER DESCRIPTION**

### **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 procurement, preparation and distribution of food during days of operation.

**Position Title:** Food Pantry Volunteer

**Reports to:** Food Assistance Supervisor

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 one or more of the following jobs**

- Drive to the local businesses that you are assigned to, pick up donations in your vehicle and deliver donations to the Food Pantry.
- Help prepare the Food Pantry so that visitors can be served efficiently during distribution hours by bagging produce and bakery items, checking food expiration dates and stocking Food Pantry shelves as well as keeping the Food Pantry area clean, organized and stocked.
- Delivering food to our home-bound clients who cannot make it into the Food Pantry.
- Greeting each client and registering their visit in the Food Pantry database.
- Distributing food to clients in our Food Pantry in a consistent, friendly manner
- Running daily reports

#### **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 food services.
- Volunteers should be able-bodied and capable of reaching, grasping, and lifting (up to 40lbs).
- Volunteers must be 18 or older and out of High School to work with clients.
- Volunteers are required to have their own vehicle when applicable.