

# Volunteer Positions

## FOOD BANK

**Job Description:** *Our Food Bank has a wide variety of volunteer positions. Duties include, but are not limited to:*

- Greet and welcome Food Bank guests
- Determine eligibility using drivers' licenses or identity cards
- Sign in or register new guests by entering basic information into our Food Bank database
- Help guests to carry groceries to their cars
- Within the Food Bank, help move boxes of food around and stage for distribution
- Sort and bag fresh produce
- Assist with food distribution and replenish food bins
- Tactfully reinforce Food Bank policies regarding the number of items available depending on family size
- During Food Bank open hours, assist clients in locating and selecting clothing appropriate to their needs

**Skills Necessary:**

- Basic computer skills
- Good interpersonal and communication skills
- Ability to read fine print on driver's licenses and other documents
- Comfortable in a busy environment
- Ability to work on your feet for several hours
- Volunteers must be physically fit and able to lift heavy objects repeatedly throughout their shifts
- Courtesy and helpfulness are expected
- Closed toe shoes are required
- Fluency in English, and a foreign language is a plus
- Good customer service skills and the ability to work in a team are required

## WAREHOUSE

**Job Description:** *Our Warehouse has a wide variety of volunteer positions. Duties include, but are not limited to:*

- Working in and out of doors
- Lifting, carrying and moving heavy objects
- Sorting and organizing
- Using hand trucks, hydraulic hand carts and forklifts (if qualified)

**Skills Necessary:**

- Ability to lift up to 50lbs
- Willingness to work outside in inclement weather
- Ability to follow instructions and work in a safe manner
- Ability to commit to a 4 hour shift