



Volunteer Position Description: Prep/Stock

Goal/Purpose of the Position: To process and stock food donations for indoor and drive through pantry operations.

Ideal candidate/Qualifications:

- Able to stand and walk during entire volunteer shift
- Able to lift up to 20 pounds
- Flexible and able to work cooperatively with others in a team environment
- Friendly and welcoming
- Youth welcome: 12 years old + volunteer independently; 9-11 years old must have adult accompany to volunteer shifts

Major responsibilities:

- Sort food donations including produce, dry goods and bread
- Prepare products for distribution such bagging produce
- Stock pantry for indoor or drive-through pantry operations
- Organize and clean the warehouse and assist with trash, recycling, and composting as needed
- Assist with receiving food donations and deliveries
- Support general warehouse and food pantry operations

Time Commitment: 3 hour shifts 8:15-11:30 a.m.; 11:15 a.m.-2:30 p.m.; 2:15-5:15 p.m.

Training: Provided by Basic Needs Team Staff

Benefits: Make a difference by helping others, meet new people, stay a vital part of your community

Supervisor: Food Operations & Sourcing Manager, Primary 7:00 a.m.-12:00 p.m.; Distribution Manager, Primary 12:00-5:00 p.m.