



Volunteer Position Description

Pantry Shopping Assistant

Description

Pantry workers are responsible for assisting clients with selection and bagging of groceries. Other duties include: greeting customers, answering questions and referring customers to a staff member when necessary, breaking down bulk items into distributable sizes. Computer skills are helpful for registering clients before entering pantry.

Schedule

Weekly shifts are set and require the volunteer to be on time and remain on duty for the entire shift. Volunteers may select one or more of the following shifts:

Mornings, Monday thru Friday	8:30 am - 12:30 pm
Afternoons, Monday thru Friday	12:15 pm – 4 pm

Requirements

- ✓ Standing most of the time
- ✓ Bagging groceries
- ✓ Some lifting

Supervisor

Donations Director/Client Services Administrative Supervisor