



## Volunteer Job Description

Volunteer Position Title: Food Pantry Volunteer (Covid restrictions)

Purpose/objective: The Food Pantry Volunteer will work alongside other volunteers and staff to provide a weeks' worth of nutritious groceries to our neighbors in need. This is an unpaid volunteer position. During Covid restrictions, the pantry is operating in a drive-through model.

Location: This is an onsite volunteer opportunity at 1390 Capital Blvd.

Key responsibilities:

1. Help pack boxes with groceries
2. Organize the food shelves
3. Breakdown the cardboard boxes
4. Help clean pantry area as needed
5. Volunteers will be asked health screening questions and provided with masks/gloves

Qualifications: Must be able to lift 25 pounds. Pantry volunteers must be 18 years old to volunteer independently. Individuals 13 years old through 17 years old must volunteer alongside a participating adult.

Time commitment: We kindly ask that you commit to at least two shifts per month, for at least a year.

Schedule: Monday through Thursday 8:30 am until 11:30. Thursday afternoons from 1:00 pm – 4:00

Training/support provided: Your first shift is identified as a training shift. Once that is completed you will gain access to the calendar to sign up for shifts on own. Staff will always be working alongside you to provide ongoing support/ guidance if needed.

Benefits: 720,000 pounds of food was distributed through our pantry last year. Volunteers are an essential part of our successful pantry.

Volunteer Supervisor: UMWC's Food Pantry Manager and Food Pantry Coordinator