

Food & Personals Pantry – WDM Human Services Volunteer Job Description

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| Position Title: | Food Pantry Volunteer |
| Overview: | Make a difference and impact food insecurity in the community by volunteering in the WDM Human Services Food & Personals Pantry. Provide food and personal care items to households in need, and help keep the pantry clean and stocked. |
| General Duties: | <ol style="list-style-type: none"> 1. Assist shoppers with food selections 2. Rotate and restock shelves and refrigerators 3. Package and restock personals 4. Count and log donations 5. Maintain cleanliness of pantry (sanitize, sweep, organize) 6. Restock plastic bag holders throughout pantry 7. Break down boxes 8. Attend meetings/trainings 9. Assist with training new volunteers |
| Commitment: | Regular weekly shift OR intermittent basis |
| Shift Length: | 2 to 3 hours |
| Scheduling: | Weekdays between 8:30 am to 3 pm (two hour shifts) Tuesday evenings 4:30 pm to 6:30 pm First Saturday of each month from 9 am to noon |
| Location: | On-site – WDM Human Services, 139 6 th Street, WDM |
| Qualifications: | Friendly, trustworthy, dependable, compassionate, Patient and non-judgmental. Ability to maintain confidentiality of client information. Ability to stand/walk and lift approximately 30 lbs. |
| Training: | On-the-job with an experienced volunteer |
| Reports To: | Volunteer Coordinator |