

Position Title: Food Pantry Shopper/Stocker	January 4, 2012
Reports to: Food Pantry Manager	Revision Dates: March 9, 2016 August 15, 2019

**Connection to Mission: Assist low income individuals get food on a weekly basis**

**Duties:**

- Greet clients in lobby and offer to provide assistance.
- Pack grocery bags when shopper is finished shopping.
- Bring grocery bags to shopper's car, as needed.
- Assist with to-go bags, if chosen by client.
- Greet donors and assist with carrying in food donations. Record name and address information unless they want to remain anonymous. Issue donation receipts if needed.
- Weigh food items donated during shift and stock on shelves in designated food areas.
- Assist with taking food items from stockroom or Food Pantry shed to stock shelves in designated food areas.
- Assist with any additional needs as required in helping to prepare the Food Pantry for clients.



**Qualifications:**

- Commitment to a professional, courteous, and compassionate relationship with clients while avoiding any favoritism.
- Maintain client confidentiality at all times.
- Ability to lift heavy items up to 30 lbs.
- Ability to stand for long durations, bending, lifting and reaching.
- Ability to communicate effectively and positively with fellow volunteers, clients, donors, and staff.
- Flexibility with regards to donation volume and time requirements.

**Training:**

- Volunteer Orientation
- Training from Food Pantry staff and volunteers
- Civil Rights training as required for USDA distribution
- Trauma-Informed Care (optional)

**Time Required:** 3 hour shifts Monday-Friday, Tuesday evenings, and first Saturday mornings

**Benefits:**

- Opportunity to impact your community by helping provide basic human needs –food
- Meet new people

*The mission of GoochlandCares is to provide health care and basic human services to Goochland residents in need.*