

Volunteer Position: Food Pantry Volunteer	August 18, 2020
Supervisor: Food Pantry Manager	

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

Duties:

- Greet clients curbside and take orders for specialty items and other choices.
- Answer the phone and take client’s order.
- Bring grocery bags to clients curbside.
- Stock shelves.
- Pack grocery bags.
- Fulfill online and phone orders.
- 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.
- Commitment to 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.
- Adherence to safety guidelines
 - Food safety
 - Infectious disease control (including wearing a mask, maintaining social distancing, frequent hand washing, etc.) These guidelines will be updated as new information is provided by the Center for Disease Control and Virginia Department of Health.

Training:

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

Time Required: 2 or 3 ¼ hour shifts Monday-Friday

Benefits:

- Impact your community by helping provide basic human needs –food.
- Meet new people.

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