



Volunteer Job Description

Volunteer Position Title: Food Pantry Volunteer

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. The pantry is operated in a drive-through model.

Location: This is an on-site volunteer opportunity at 1390 Capital Blvd. location.

Key responsibilities:

1. Help pack boxes/bags with groceries and other product (e.g. produce/meats)
2. Help to organize the food pantry
3. Breakdown the cardboard boxes
4. Help clean pantry area as needed
5. Volunteers will be provided with masks/gloves/rain ponchos if needed.

Qualifications: Must be able to lift 25 pounds. Pantry volunteers must be 16 years old to volunteer independently. Individuals 13 years old through 15 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 a.m. until 11:30 a.m.

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 your 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