Volunteer Position: Food Pantry Volunteer
Date: August 18, 2020

Supervisor: Food Pantry Manager
Date revised: July 1, 2022

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

Duties:
- Greet clients curbside or shoppers from the lobby.
- Answer the phone.
- Bring grocery bags to clients curbside or to their car.
- Stock shelves.
- Pack grocery bags.
- Fulfill online and phone orders.
- Greet donors and assist with accepting donations.
- 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.
- Be fully vaccinated against Covid-19.
- Follow safety guidelines. GoochlandCares updates safety guidelines based on information from the CDC and VDH including wearing a mask, when required.

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.