



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.*