



Volunteer Position Description

Position Title: Food Pantry Courier/Stocker	May 2, 2012
Reports to: Food Pantry Manager	Revision Date: July 1, 2022

Goal: Pick-up food pantry items from vendors in the community and in the Richmond area. Perform duties related to stocking food pantry items.

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

Duties:

- Drive GoochlandCares van or Explorer or one’s own vehicle.
- Pickup cooler, crates, and thermometer from GoochlandCares.
- Drive to designated donation vendor (i.e. Food Lion).
- Greet vendors.
- Record temperature of freezer and refrigerated items at time of pick-up and drop off.
- Record time of pick-up and drop off.
- Transport time should be within 30 minute window.
- Weigh and record donations by category.
- Beef and poultry should be separated, if unfrozen.
- Donation form must be filled out with each pick up.
- Unload and weigh donated items and place in Food Pantry area.
- Record volunteer hours on sign-in sheet.



Qualifications:

- Valid driver’s license and a good driving record. Volunteer must provide a copy of driver’s license record to Food Pantry Manager for insurance purposes. Volunteers without a driver’s license may assist.
- GoochlandCares ID cards (from at least one member) are needed to pick up donations.
- Ability to lift heavy items up to 50 lbs.
- Ability to stand for long durations, bending, lifting and reaching.
- Ability to communicate effectively with vendors e.g. thanking the vendors, asking questions, relaying information.
- Flexibility with regards to donation volume and time requirements.
- GoochlandCares volunteer application on file.
- Commitment to a professional, courteous, and compassionate relationship with clients while avoiding any favoritism.
- Commitment to maintain client confidentiality at all times.
- Ability to stand for long durations, bending, lifting and reaching.
- Ability to communicate effectively and positively with fellow volunteers, clients, donors, and staff.
- Adherence to safety guidelines
 1. Food safety
 2. 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.
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Training:

- Volunteer Orientation
- Training from Food Pantry staff and/or shadow other volunteers
- FeedMore training, if picking up from FeedMore
- Civil Rights training as required for USDA distribution

- Trauma-Informed Care (optional)

Time Required: Various flexible hours (Monday – Saturday).

Benefits:

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

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