

## Volunteer Position Description

**Position Title:** Pantry Volunteer

**Description:** Volunteer will help client with their monthly grocery shopping, by accompanying them through aisles and placing their desired food items into bags.

**Purpose:** To ensure food security for pantry families by serving as a friendly and helpful companion for clients during their monthly shopping appointment.

**Location:** 55 Bartholomew Avenue, Hartford, CT

### Key Responsibilities

- Lead clients through their monthly food shopping appointment.
- Stock and organize shelves with food
- Restock bread, meat, milk and eggs, as needed
- Weigh and stock food donations
- Dispose of card board and garbage, as needed
- Make sure shelves, floors and produce area is clean at all times
- SWAP all food items before shelving

**Reports to:** During volunteer shift: pantry staff or volunteer leader; for volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

**Time Commitment:** Shifts available Monday through Thursdays – 9am to 12:00pm or 1pm to 4:00.

Please arrive ten minutes earlier than your slot. If at any time you are not able to cover your scheduled shift call: 860-706-1529 or 860-728-3201 and speak to Pantry Coordinator.

**Support:** Orientation, onsite training and instructions.

**Dress Code:** Casual but appropriate in a professional setting. This position requires volunteers to be on their feet, comfortable shoes are highly recommended.

### Desired Attributes

- Energetic, assertive, friendly
- “Roll up your sleeves mentality”
- Able to adapt in a diverse atmosphere
- Comfortable serving clients one on one in pantry setting
- Independent and able to self direct when shopping slows down
- Ability to lift a minimum of 20 pounds

**For more information, please contact the Volunteer Coordinator 860-706-1522.**