

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 cardboard 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. Late afternoon shift available 3pm to 5pm

Please arrive ten minutes earlier than your slot. If at any time you are not able to cover your scheduled shift email the Volunteer Coordinators at volunteering@handsonhartford.org, Tabatha (Tvasquez@handsonhartford.org) and Janet (jbermudez@handsonhartford.org) 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 at 860-706-1522 or volunteering@handsonhartford.org