

## Volunteer Position Description

**Position Title:** Pantry Volunteer

**Description:** Volunteers will pack grocery bags, stock shelves, and assist with various tasks to help with the running of the food pantry.

**Purpose:** To ensure food security for pantry families.

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

### Key Responsibilities

- Lead clients through their monthly food shopping appointment.
- Pack grocery bags.
- Stock and organize shelves with food.
- Restock bread, meat, produce, milk and eggs, as needed.
- Weigh and stock food donations.
- Dispose of card board and garbage, as needed.
- Check expiration dates and compost expired food.
- Make sure shelves, floors and produce area is clean at all times. Sweep the floor, as needed.

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

**Time Commitment:** Shifts available Monday through Thursday – 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, please email:

1. Community Engagement Program Coordinator: Jackie Kasinskas  
[jkasinskas@handsonhartford.org](mailto:jkasinskas@handsonhartford.org), 860-706-1522
2. Pantry Program Coordinator: Tabatha Cosme  
[tvasquez@handsonhartford.org](mailto:tvasquez@handsonhartford.org) 860-706-1530,
3. Community Engagement Program Manager: Geoff Luxenberg  
[gLuxenberg@handsonhartford.org](mailto:gLuxenberg@handsonhartford.org) , 860-706-1507

**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 interacting with clients in pantry setting
- Independent and able to self direct when pantry tasks slows down
- Ability to lift a minimum of 40 pounds

**For more information, please contact Community Engagement Program Coordinator: Jackie Kasinkas, [jkasinkas@handsonhartford.org](mailto:jkasinkas@handsonhartford.org), 860-706-1522**

**Updated 8/10/21**