

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 5:00pm.

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: Chelsey Logan
clogan@handsonhartford.org, 860-706-1522
2. Pantry and Backpack Liaison, Abby Charamut
acharamut@handsonhartford.org, 860-706-1531
3. Pantry Program Coordinator: Tabatha Cosme
tvasquez@handsonhartford.org, 860-706-1530

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: Chelsey Logan, clogan@handsonhartford.org, 860-706-1522

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