Volunteer Position Description

Position Title: Pantry Volunteer

Description: Volunteer 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: Hands On Hartford, 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 cardboard and garbage, as needed
➤ Check expiration dates and compost expired food
➤ Make sure shelves, floors and produce area is clean at all times

Reports to: During volunteer shift: Pantry Coordinator

For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Coordinator

Time Commitment: Shifts available Monday through Thursday – 9am-12pm; 12-3pm; 1-4pm; 2-5pm.

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: Nicole Bornhorst
   nbornhorst@handsonhartford.org; 860-706-1522 and
2. Community Pantry and Backpack 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 slow down
➤ Ability to lift a minimum of 40 pounds

For more information, please contact Community Engagement Program Coordinator: Nicole Bornhorst, nbornhorst@handsonhartford.org; 860-706-1522

Updated 3/13/2023