



## Catholic Charities Volunteer Position Description

**Position Title:** Food Pantry Volunteer  
**Department:** Food Pantry  
**Reports to:** Warehouse Supervisor/Site Director

**Summary:** Food pantry volunteer must be able to take direction from supervisor. This person is responsible for a variety of activities including bagging food for distribution according to posted standards. This person will work with other volunteers to organize and separate food donations, some fresh foods and some dry goods. May be assigned to greet incoming clients, take their ticket and fulfill the correct distribution according to the information on the ticket.

**Essential Duties and Responsibilities** include, but are not limited to the following. Other duties may be assigned.

- Bag food for distribution meeting the requirements for each family size bag, making sure there are an adequate number of bags in each category for the amount of people we are serving that given day
- Organize and separate food donations according to type of food
- Sort through fresh bread donations, repackaging if necessary to make more manageable
- Keep warehouse area clean and free from trash, this may include the need to sweep and/or mop
- Break down boxes for recycling

**Physical Demands:** The physical demands described here are representative of those that must be met by the volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to lift boxes/bags of up to 30 pounds
- Requires the ability to stand for long periods of time while packing bags/boxes

**Work Environment:** The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Typical warehouse environment with normal conversational noise levels
- Adjacent to clothing closet with normal conversational noise levels
- Temperatures may vary depending upon time of year
- For safety and protection, jeans and closed toe shoes must be worn at all times