

Example Pantry Volunteer Job Descriptions

Pantry Set-Up Volunteer

Times Needed: [Insert Day(s) and times]

Duties:

- Help unload and stock the food that gets delivered to the pantry. Around quantity lbs. of produce alone get delivered to [Insert Pantry Name] on [Insert Day], and that food needs to be restocked and repacked in an orderly fashion.
- Help by moving boxes into the pantry, stocking pantry shelves, and repackaging produce into smaller portions.
- This position will help make the pantry more user-friendly for shoppers and will make the pantry process more efficient and effective.

Requirements: This volunteer will need to be comfortable with physical work and able to lift up to 50 lbs. It does not require interaction with pantry clients.

Pantry Shopper Assistant Volunteer

Times Needed: [Insert Day(s) and times]

Duties:

- Welcome and help pantry clients as they shop.
- Move with clients through the pantry and make sure they understand and honor the limits on each food item.
- If possible, give recommendations or suggestions on food, such as cooking techniques or recipes.
- Help make sure the pantry is efficient by keeping a good flow of movement through the pantry.
- Help families move their food throughout the pantry if necessary.
- This position may also include some pantry set-up, including placing quantity signs on shelves.
- Help shoppers feel welcome and help shoppers get the most of their shopping time.

Requirements: This volunteer will need to be comfortable talking to families about food, and enforcing pantry limits. Volunteers that speak more than one language would be excellent at this position.

Pantry Greeter Volunteer

Times Needed: [Insert Day(s) and times]

Duties:

- Be the face of the school pantry.
- Greet families when they enter the cafeteria and help them understand the pantry process.
- Direct them to the check-in counter and make sure they are comfortable if they have to wait.
- Help families once they are done shopping by helping them move their food to their car or by watching their food while they seek other assistance.
- In general, help families with questions or needs before or after their shopping time.

Requirements: This volunteer will need to be comfortable talking to families and introducing new concepts. Volunteers that speak more than one language would be excellent at this position.

Pantry Clean-Up Volunteer

Times Needed: [Insert Day(s) and times]

Duties:

- Help the pantry close up shop for the week and help clean up the pantry space.

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Requirements: Be able to do some lifting. For volunteers that can stay a little later.