



Job Description:

Title: Food Pantry Volunteer

Report to: Food Pantry Manager

Duties and Responsibilities:

- **Warehouse/Back-of-House:** Volunteers will be unloading trucks, sorting food by category, checking for expired products and damaged goods and stocking shelves in the storage area. Must be able to follow instruction, read small print, lift 45 pounds repeatedly. Must be able to stand for 3 hours. This role will have limited/no interaction with pantry users, but will work closely with staff and other volunteers.
- **Stock Clerk:** Volunteers will move sorted food from the back room to be stocked out on the floor. This role requires attention to detail, ability to lift approximately 20 pounds, on occasion, and a can-do attitude. Must be able to stand for 3 hours. Some interaction with pantry users.
- **Check-in (one per shift):** Volunteer must be welcoming and friendly, have basic computer skills, work well under pressure, be able to follow instructions, have a basic understanding of our services (we will train) and a heart for service. Mostly seated work. Constant interaction with pantry users.
- **Check-out/Bagger:** Volunteer will take client's items from cart, making sure that they have the correct number of items, and carefully bag them for the client. This position requires the ability stand for 3 hours, lift up to 20 pounds, help physically challenged clients load groceries into their car. Constant interaction with pantry users.
- **Pastry and Produce Sorter/Bagger***:** Volunteer will be trained in basic food handling and will be bagging donations of primarily Panera pastry. This role required the ability to inspect, sort and bag bread, pastry, bagels and all types of produce. This can be seated work or standing. Volunteer must have an attention to detail and be able to follow simple instructions.
- **Floater:** This role is for someone who likes to do a variety of tasks including (but not limited to) sorting, unloading boxes, stocking, retrieving carts, loading cars, speaking with clients, etc. This jack-of-all-trades will need to be able to lift 45 pounds repeatedly, be able to stand for 3 hours, have an attention to detail, and have a friendly demeanor.

*****(Allergy alert:** Volunteer must be able to handle bread product and may encounter mold on produce that must disposed of)

Knowledge, Skills, and Abilities:

- Comfortable using computers and sitting for 3 hours
- Can stand and move about for 3 hours
- Can work alone and within a group
- Comfortable lifting 20 pounds is a plus but not required

Credentials and Experience:

- 16 years or older
- Friendly and respectful behavior and attitude
- Willingness to help and learn

Work Environment

- Elk Grove Township operates as a professional environment. Volunteers are expected to act, dress, and respond to the public in a controlled, professional manner.

Please send Volunteer Application to:

Kailee Tomasic, ktomasic@elkgrovetownship.com or drop off your application at the West Entrance of the Township building (600 Landmeier Rd, Elk Grove Village, IL 60007)

*****Please Note: We do not accept individuals seeking court-ordered community service hours.***