



# General Volunteer Job Description

## GENERAL DESCRIPTION

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### Reports to: Volunteer coordinator or Warehouse staff

Our volunteers are an integral part of our team. They work to support our warehouse staff in sorting food, packing boxes, cleaning and anything else the staff needs help with.

## SCHEDULE

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Volunteer hours are open from 8am-2pm.

## TRAINING REQUIRED

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New volunteers must attend a brief volunteer orientation during their first shift.

## DRESS CODE

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- Closed toed shoes are required (no slippers, or crocs)
- Please dress modestly (no spaghetti straps, crop tops, short shorts, overly ripped clothes, etc.)
- No offensive or profane graphics
- Dress comfortably for physical activity

## RESPONSIBILITIES AND DUTIES

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- Sorting:
  - Sort through donations to check the quality of the items
  - Discard any items that do not meet our standards in the proper receptacle.
- Packing:
  - Pack sorted items into boxes based on predetermined categories.
  - Ensure the boxes are neat so as to create the least amount of damage
  - Lifting the packed boxes on to shelves.
- Cleaning:
  - Sanitize equipment

- o Sweep and mop the floor
- Other:
  - o Assist staff in organizing the warehouse
  - o Assist staff during events
  - o Stocking shelves in the showroom

## **QUALIFICATIONS AND EXPERIENCE**

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- We ask that you be willing to work and have a good attitude
- Minors aged 16-17 must have a guardian with them to fill out paperwork and to supervise for their first shift. After the first shift the Volunteer Coordinator will determine if the teen is able to volunteer without a guardian present.
- Children aged 11-15 can only volunteer at events when the warehouse is closed, such as the Packing Party. These children must always have a guardian present.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

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- You will be working in a warehouse environment. It can get loud and busy in the warehouse.
- The warehouse is not climate controlled so the temperature varies based on the weather.
- May be subjected to moldy and out of date food.
- May be subjected to corrosive materials like bleach and other cleaning products.