

## **Worcester County Food Bank (WCFB)**

### **Volunteer Program**

**Job Title:** Warehouse Distribution Volunteers

**Status:** Volunteer

**Reports to:** Warehouse and Facility Manager

**Purpose and Description:** Worcester County Food Bank (WCFB) believes that food is a fundamental right of all people and that hunger is an issue of social justice. WCFB's mission is to engage, educate, and lead Worcester County in creating a hunger-free community. In support of that goal, WCFB annually collects over 6 million pounds of perishable and non-perishable donated food and distributes it through a network of 118 Partner Agencies, including food pantries and community meal programs, trains Partner Agencies in food safety; and advocates for systemic and sustainable solutions that support children, families, and senior citizens in being more food secure and healthy.

Volunteers contribute to the overall mission by contributing time to work with WCFB to accomplish tasks within the administrative office and the warehouse. The Warehouse Distribution Volunteers assist with Partner Agency food selection, loading, and general warehouse housekeeping.

#### **Key Responsibilities:**

- Assists Partner Agencies with food selection process as well as loading product onto rollers for checkout;
- Supports Partner Agencies with loading food into vehicles;
- Contributes to general warehouse housekeeping as determined by the Warehouse and Facility Manager;
- Communicate any scheduling changes to the Community Engagement Coordinator at least one week in advance.

**Time Commitment:** Shifts are available Monday through Wednesday between 8:00 a.m. and 12:00 p.m. Volunteers are expected to commit to at least one two-hour shift per week within this timeframe.

#### **Qualifications:**

- Must be able to repeatedly lift to 50 lbs. and stand for extended periods of time;
- Willingness to assist Partner Agencies load vehicles in inclement weather;
- Friendly, customer service-oriented attitude;
- Commitment to and knowledge of WCFB's mission and operation.

**Support:** Training for this position will be provided by WCFB staff and will last at least two hours. Volunteers will be trained on the selection, check-out, and loading process as warehouse safety and layout.

**Age Requirement:** Volunteers working in the warehouse must be at least 13 years old; volunteers between the ages of 13-16 must be accompanied by an adult. Volunteers 16 years and older can volunteer on their own.

**Location:** Worcester County Food Bank, 474 Boston Turnpike, Shrewsbury, MA 01545. Volunteers must have reliable transportation, WCFB is not responsible for making transportation arrangements.

**Dress Code:** Comfortable, workable clothing and closed toed shoes are required, as well as weather-appropriate clothing for short periods outdoors, or assisting in the walk-in cooler or freezer.