

Worcester County Food Bank (WCFB)

Volunteer Program

Job Title: Warehouse Food Sorting 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 Food Sorting Volunteers assist with quality control by sorting and inspecting product prior to distribution.

Key Responsibilities:

- Assist in the food receiving process by:
 - Examining expiration, sell by, use by, and best by dates to ensure safe, quality product will be distributed to the community;
 - Inspecting product packaging for damage (i.e. can dents, box tears, etc.);
 - Checking the recall board and bringing any recalled items to the attention of warehouse staff;
 - Sort product by category.
- Discard product when necessary; At completion of shift:
 - removing partial boxes from roller area;
 - Sweep and clean up work area upon completion of shift;
- Communicate any scheduling changes to the Community Engagement Coordinator at least one week in advance.

Time Commitment: Shifts are available Monday through Thursday between 8:00 a.m. and 3:30 p.m. Volunteers are expected to commit to at least one hour for a shift on a regular, ongoing basis.

Qualifications:

- Must be able to lift to 40 lbs. repetitively and stand for extended periods of time;
- Detail oriented and diligent;
- 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 food safety and quality guidelines and the sorting process.

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 01540. Volunteers must have reliable transportation, WCFB is not responsible for making transportation arrangements.

Dress Code: Comfortable, workable clothing and closed toed shoes are required.