

COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

POSITION DESCRIPTION

DEPARTMENT: Family Center
POSITION TITLE: Food Pantry Volunteer
JOB HOURS: Varies according to need - Mondays through Fridays
LOCATION: CAPC Main Office, 518 Davidson Street, Watertown

Position Summary: The Food Pantry volunteer will build familiarity with the mission of the Community Action Planning Council. The position is designed to support the Family Center in serving the low-income population.

Responsibilities to Include: The Food Pantry volunteer will pack and distribute food boxes to customers, stock shelves, and store foods following Agency rules, as well as USDA and Department of Health regulations. This position will also complete reports and paperwork as necessary and keep the pantry in a clean and organized state. This position may accompany and assist Family Center staff in picking up food donations from community businesses and groups.

REQUIRED QUALIFICATIONS

Education – None required. High school diploma or GED preferred.

Experience – None required.

Required Skills – Remain non-judgmental in working with customers, possess good communications skills, and the ability to push, pull or lift up to 40 pounds.

Other - Must be able to provide own transportation to perform position duties, be able to abide by Agency confidentiality and conduct standards, follow Agency dress code and safety policies, pass satisfactory background clearance, submit all required paperwork before starting to include application form, references, and emergency contact information.

Employer’s Disclaimer:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This position description in no way states or implies that these are the only duties to be performed by the person occupying this position. Volunteer/interns will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Volunteer Position Acceptance: I have received a copy of this position description. I accept this position and understand that this does not constitute an employment contract.

Volunteer Signature

Date

Family Center Director Signature

Date

HR Representative Signature

Date

Original to Personnel File _____ Copy to Volunteer _____