

## Volunteer Position Description

**Position Title:** Kitchen to Pantry Produce Volunteer

**Purpose:** Hands On Hartford is seeking enthusiastic volunteers to help us with our new Kitchen to Pantry initiative! Each year, thousands of pounds of food enter into our waste system because they are thought to be unusable, though they are still in healthy, edible condition. It is our goal to “rescue” this produce while making it available to families who can use it. Produce preparers will be responsible for helping to prepare and repackage produce for our Community Pantry.

**Location:** 55 Bartholomew Avenue, Hartford, CT

### Key Responsibilities:

- Clean, prepare, and package produce for distribution in the Community Pantry
- Uphold food safety regulations and requirements

**Reports to:** During volunteer shift: HOH staff; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

**Time Commitment:** Shift is every Monday 12:30-3:00pm. Ideally, seeking long-term volunteers (for two months +).

If at any time you are not able to cover your scheduled shift call: 860-706-1529.

**Support:** Orientation, onsite training and instructions. Volunteers will be oriented with proper produce handling regulations.

**Dress Code:** Casual. This position requires volunteers to be on their feet, so comfortable, closed toed shoes are required.

When in the kitchen or handling food, medium to long hair will need to be tied back and covered with a hair net (we provide) or a hat.

### Desired Attributes

- Interest in food service
- Consistent and dependable
- Enjoys meeting new people
- “Roll up your sleeves mentality”
- Ability to lift a minimum of 20 pounds

**For more information, please contact Wanda Guzman, Community Engagement Program  
Manager at Hands On Hartford: 860-706-1507 or [wguzman@handsonhartford.org](mailto:wguzman@handsonhartford.org)**