

Volunteer Position Description

Position Title: Pantry Volunteer

Description: Volunteer will help client with their monthly grocery shopping, by accompanying them through aisles and placing their desired food items into bags.

Purpose: To ensure food security for pantry families by serving as a friendly and helpful companion for clients during their monthly shopping appointment.

Location: 55 Bartholomew Avenue, Hartford, CT

Key Responsibilities

- Lead clients through their monthly food shopping appointment.
- Stock and organize shelves with food
- Restock bread, meat, milk and eggs, as needed
- Weigh and stock food donations
- Dispose of card board and garbage, as needed
- Make sure shelves, floors and produce area is clean at all times
- SWAP all food items before shelving

Reports to: During volunteer shift: pantry staff or volunteer leader; for volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

Time Commitment: Shifts available Monday through Thursdays – 9am to 12:00pm or 1pm to 4:00.

Please arrive ten minutes earlier than your slot. If at any time you are not able to cover your scheduled shift call: 860-706-1529 or 860-728-3201 and speak to Pantry Coordinator.

Support: Orientation, onsite training and instructions.

Dress Code: Casual but appropriate in a professional setting. This position requires volunteers to be on their feet, comfortable shoes are highly recommended.

Desired Attributes

- Energetic, assertive, friendly
- “Roll up your sleeves mentality”
- Able to adapt in a diverse atmosphere
- Comfortable serving clients one on one in pantry setting
- Independent and able to self direct when shopping slows down
- 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