

Food Volunteer Job Description

Personal Presentation:

The volunteer will present as clean and professional. Greet people with a warm welcome, remember to thank anyone who volunteers or makes donations.

Treat clients, staff and volunteers with kindness and dignity.

Refrain from off color or offensive language, avoid negative comments about individuals or institutions.

There are snacks on the counter in the kitchen. There are beverages in the refrigerator (except if there is a name label on it). Please do not take food or other items off the shelves without permission. If you wish to purchase a donated item, please take it to the office to pay for it. Pricing for volunteers is based on Classic Rerun prices.

Duties and Responsibilities:

- 1) Assist donors as needed. Help carry donations into the Caring Center when assistance is needed. Thank the person(s) for the donations.
- 2) Place donations in the unweighed hamper near the entrance or if possible, directly onto the scale for weighing.
- 3) Place weighed donations in the weighed hamper next to the scale.
- 4) Once weighed, record weight and donation source if known. If unknown, record source as miscellaneous food. Use the donation sheet on the clipboard across from the work table to record donations. Ascertain that name and date are at the top of the donation sheet for daily tracking. At the end of each day, return the daily tracking sheet to the front desk.
- 5) Mark the best by/expired by date using month year format (i.e. May 27, 2021 is recorded as 5/21 on the item).
- 6) Sort the donated food or hygiene items by category.
 - a. Vegetables: sort on separate flats by type and can size for cut green beans, French style green beans, whole kernel corn or cream style corn. Separate flats by can size. Create separate flats for peas, carrots, mixed vegetables. Rarely donated vegetables such as spinach, Lima beans, beets, sauerkraut, etc. may be placed together in one flat. Canned/diced tomatoes (really a fruit but stored with vegetables) separate flat by can size. Canned/diced potatoes saved by flat.
 - b. Fruits: sort by type and can size. Separate flats by peaches, pears, mixed fruit, pineapple and mandarin oranges. Pie fillings are saved in separate flats in the holiday section. Fruit juices saved by type apple or tomato. Other juice types (grape, mixed fruit, punch etc.) saved together

- c. Beans: sort by type and can size. Separate bean flats for baked, black, cannellini, chili, garbanzo (chick pea), great northern, kidney and red kidney, pinto or pork and beans. Sort bean flats alphabetically.
- d. Soups: sort by type and can size. Separate flats for chicken noodle, tomato, vegetable, cream of chicken, cream of mushroom, other cream soups together on the same flat, Mixed types may be saved on the same flat (potato, vegetable beef, bacon potato, chicken with rice, etc.) saved by month and year.
- e. Dry pasta: Sort by type of pasta. Spaghetti is saved by month/year and separate from other forms of pasta. Macaroni, elbows, rotini, bowties, etc., are stored by month/year separate from spaghetti.
- f. Pasta/spaghetti sauces: Sauces are saved by month/year, mixing canned and jar sauces in the same flat.
- g. Canned pastas: Canned spaghetti and canned ravioli are separated and stored by month/year.
- h. Protein: Sort by type and can/package size. Tuna, chicken and salmon or other fish are saved in separate flats by month. Other canned meats (spam, beef stew, etc.) are saved together in the same flat. Foil package tuna is saved in the homeless section. Canned or packaged milk products are proteins. Peanut butter is saved by type and jar size. (Refer to separate instructions for points).
- i. Jell-O/pudding: Jell-O and pudding are sorted by type and saved in separate flats by Jell-O or pudding. They need not be sorted by flavor. Sugar free should be saved in separate flats "for diet restriction" needs.
- j. Cereals: Saved by month and year. (Refer to separate instructions for points). When placing cereal in the store shelves up front, cereal with sugar content higher than 8 grams is placed on the lower shelf.
- k. Macaroni and cheese: Saved by month/year.
- l. Sweets: Saved by month and year. Jellies and jams separated by flavor type grape, strawberry etc. Syrups saved together. Candy, sweet snacks by month and year.
- m. Sugar, cooking foods and oil: Saved by month/year. This includes flour, sugar, pancake mix, cooking oil, biscuit mix.
- n. Holiday foods: Saved by month/year. This includes cranberry sauces, dressing/stuffing, canned yams/sweet potatoes, canned pumpkin, bags of noodles and cake mixes.
- o. Free choice items: Placed opposite the checkout counter with a large black dot to signify free. These include coffee, tea, cocoa, popcorn, spices, salt, pepper, pickles, olives, ketchup, mustard, salad dressing, mayonnaise, hot sauce, Chow Mein noodles, bamboo shoots, water chestnuts, salsa, mushrooms, pimento, chilies, pet food/pet products.

- p. Baby food and supplies: separate by diaper size number (refer to separate instructions for packaging), separate food by type and date. Vegetables, fruit, cereal, formula.
- q. Personal care items: Saved by type. Includes shampoo, conditioner, shaving products, toothpaste, tooth brushes, deodorant, lotions, feminine products, bar soap and body wash.
- r. Non food items: save by product type. Dish detergent, fabric softener, laundry products, bath tissue, paper towels (refer to separate instructions for packaging).