

Food Pantry Volunteer

Volunteers play a vital role in ensuring the QC Knights Table pantry runs smoothly. In-person volunteering have been modified to ensure safety during COVID, including proof of vaccination, enforcing social distancing, and requiring facemasks on site.

Job Description:

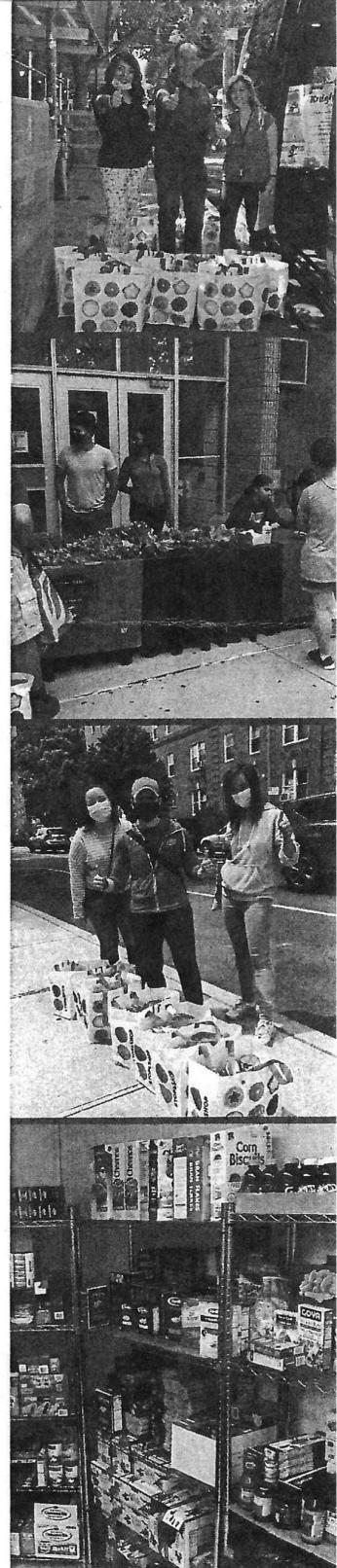
- Participate in a volunteer orientation and training session
- Greet all pantry clients and ensure they have a positive experience
- Effectively address pantry clients questions, and problem solve as needed
- Responsible for the proper storage of food products in a safe and secure manner consistence with ServSafe regulations
- Organize the food items and perform inventory
- Maintain all shelves organized, clean, well-stocked, and properly rotated (FIFO)
- Assemble and distribute food packages for pantry clients
- Ensure food pantry location is clean and debris free
- Keep track of appointments on the Setmore App
- Help with the pantry activities on campus (eg. Knights Table Grab-N-Go stations, club presentations, cooking and nutrition virtual classes, outreach activities, etc...)
- Ensure to register all clients using the pantry services.

Qualifications/Requirements:

- COVID-19 Vaccinated
- QC Student currently enrolled for Fall 2021
- Ability to commit to at least two shifts per week for a month
- Excellent verbal and written communication skills
- Strong organizational skills.
- Positive attitude and a team player.
- Nutrition knowledge preferred

To Apply:

Please complete the volunteer application, attach your resume, and submit it via email at knightstable@qc.cuny.edu





Volunteer Responsibilities

General Responsibilities:

- Support the mission of the pantry.
- Be familiar with the volunteer manual and all pantry policies and procedures.
- Be aware of other resources and organizations available for pantry clients.
- Be punctual, dependable, and reliable.
- Sign up for at least two volunteer shifts per month.
- Follow basic food safety guidelines.
- Protect the confidentiality of pantry clients.
- Be reasonably accessible through phone calls and emails.
- Give the pantry supervisor at least 24 hours notice if you can't make your shift.

Interacting with Pantry Users:

- Greet clients with a friendly and welcoming attitude.
- Ask clients to fill out an intake form.
- Relate with clients in a positive manner.
- Show genuine concern for all clients of the pantry.
- Listen, be polite, and serve in a professional manner, no matter the circumstance.
- Report all concerns or problems to a supervisor immediately.

Distributing Food:

- Help direct clients to specific foods upon request.
- Log the amount of food taken by each client.
- Inventory and Maintenance.
- Shelve food items, toiletries, and supplies where they belong in the pantry.
- Sort through food items, evaluate their fitness, and discard expired food.

Cleaning:

- Disinfect and wipe down surfaces that are exposed to food.
- Sweep floors and empty trash bins as needed.

