



# Food Pantry Volunteer

Volunteers play a vital role in ensuring the QC Knights Table pantry runs smoothly. In-person volunteering has 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 the food pantry area is clean and clear of clutter
- Keep track of appointments on the Setmore App
- Help with the pantry activities on campus (e.g.: 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 Spring 2022
- 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:

<https://bit.ly/qcknightstable-volunteers>

