



FOOD PANTRY SACKER

PURPOSE

The Food Pantry Sacker volunteer position puts food in paper sacks (*just like the grocery store*) and then marks each sack with the date it was packaged and the size of food sack it represents (small, large, etc.). Every sack must be filled with specific items from identified food groups, and the quantity depends on the size of the sack being filled. This is done in advance of distributions to clients who are accessing services at Pueblo Cooperative Care Center.

HEALTH & SAFETY REQUIREMENTS

Closed-toed shoes must be worn at all times, and cell phones and ear phones are not permitted. Due to health and safety regulations, the Food Pantry Sacker volunteer is not permitted to use any Pueblo Cooperative Care Center warehouse equipment or tools. The minimum age to be a Food Pantry Sacker volunteer *alone* is 16 years old, and with minimum supervision the minimum age is 14 years old. ***There are no exceptions to these health and safety requirements.***

SKILLS

The Food Pantry Sacker volunteer must maintain a commitment to support diverse individuals in a critical need work environment. Skills and qualifications for the Food Pantry Sacker volunteer include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. strong interpersonal communication skills;
- c. able to read, write and identify product categories;
- d. able to stand for extended periods of time with some walking required;
- e. able to lift up to 20 pounds, but this is *not required*;
- f. able to work with a diverse group of individuals from different backgrounds;
- g. must follow directions of Pueblo Cooperative Care Center staff; and
- h. have the ability to work in a faith-based, team-oriented environment.

SUPERVISOR

The Food Pantry Sacker volunteer position reports to the Executive Director of Pueblo Cooperative Care Center or their designee.

DESIRABLE CHARACTERISTICS

The Food Pantry Sacker volunteer must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.

RESPONSIBILITIES

Responsibilities and expectations for the Food Pantry Sacker volunteer position include:

- a. move foods from designated locations to the food packing table;



- b. place foods in sacks following specific rules and guidelines;
- c. checking the quality of sacks and verifying its contents once filled;
- d. marking all sacks with date and size;
- e. stock and reshelv foods in designated areas at end of shift;
- f. keep the sorting table and surrounding area clean, neat and within guidelines;
- g. assist in other work areas at Pueblo Cooperative Care Center as qualified and needed.

WORKSITE LOCATION

326 West 8th Street
Pueblo, CO 81003

ORIENTATION & TRAINING

Every volunteer serving at Pueblo Cooperative Care Center is required to complete a volunteer application prior to starting in any position. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, a volunteer may be requested and is expected to attend in-service education sessions as needed.

TIME COMMITMENT

Shifts for volunteers can vary depending on the position an individual is volunteering for. All volunteers are asked for a commitment of a minimum of three and a half (3.5) hours per day, one day per week for six months. An individual's ability to maintain this commitment is expected.

MORNING MEETING

Every volunteer is expected to attend the morning meeting each day they volunteer their services to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more. At the conclusion of the morning meeting, those who choose to participate in a prayer gather together and pray. Prayers are offered for Pueblo Cooperative Care Center, its volunteers, individual requests, names listed on the prayer list, clients and their prayer requests obtained from the prayer box. The decision to pray is entirely up to the volunteer and their decision to participate (or not) will be respected and honored. Group prayers are only offered at this time each day.

BENEFITS

Volunteering time to help others helps bring good to a world in need and it gives every volunteer a sense of purpose. Volunteering helps individual's increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.



The benefits of volunteering are to be self-assessed by each volunteer as they can be both intrinsic and extrinsic in nature. Benefits experienced by volunteering may include but certainly are not limited to:

- a. grounding an individual in their foundational beliefs *and faith* while serving others;
- b. developing and contributing to community resources that further the objective of helping others and the community;
- c. developing skills by working in a team environment and interacting with clients;
- d. contributing to an efficient and high functioning non-profit organization; and
- e. to engage with and develop relationships with community members;
- f. to make new friends in a faith-based environment that believes in the value of all people.

