



## FOOD PANTRY SERVER

### PURPOSE

The Food Pantry Server volunteer is responsible for distributing food and other resources to clients accessing services at Pueblo Cooperative Care Center. The Food Pantry Server collects information from the client and verifies the resources to be received by the client. The Food Pantry Server gathers the basic food sack(s) and other items including hygiene items, dental care items, toilet paper, etc. according to client needs and eligibility. The Food Pantry Server verifies that items in the basic food sacks are accurate and adds additional items to the sacks as available. These may include but are not limited to breads, pastries, dairy products, meats, dry goods, canned goods, beverages and other items. As warranted for senior citizen, individuals with disabilities or other individuals in distress, the Food Pantry Server may assist the client in transporting items to the client vehicle.

### 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 Server 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 Server volunteer must maintain a commitment to support diverse individuals in a critical need work environment. Skills and qualifications for the Food Pantry Server 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 Server volunteer position reports to the Executive Director of Pueblo Cooperative Care Center or their designee.



### **DESIRABLE CHARACTERISTICS**

The Food Pantry Server 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 Server 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 resshelf 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 8<sup>th</sup> 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.

