



## Food Pantry Volunteer Crew

### Description:

Volunteers in these shifts will help move food from the food pallets to cart and from the carts to the pantry when it arrives at our office. They will also help organize the pantry and move food items between rooms in preparation for distribution and on occasions they might help conduct client intake or update their contact information. We need physically fit volunteers able to work in teams and lift packages that are between 10 to 50 pounds.

Tasks can include: accepting and unloading food from the donation truck to our pantry; keeping all shelves and workstations clean, debris-free, organized, well-stocked, and properly rotated; assisting the food pantry staff by bagging cans, fresh produce, and other food items; ability to lift 10 lbs up to 50 lbs.

### Volunteer Tasks:

Volunteer tasks include but are not limited to:

- Unloading the food truck upon arrival
- Moving boxes of food to the distribution area, in between rooms in the office, and moving frozen food between the truck and the freezers.
- Clean/organizing the pantry spaces and making food packages for food distribution
- Distributing food to community members
- Entering clients' data into our system (training included)

### Time Commitment:

Please note that we need your help during food truck arrival times which can happen as early as 8 am. The coordinators of the food truck let us know the day before when they plan to arrive. As a volunteer, you'll be added to a WhatsApp group where our coordinator will alert you the day before when the food is scheduled to arrive. The length of your shift varies depending on how many volunteers we have available to help. We offer breaks and can make some scheduled accommodations if you need to leave early (we ask that you stay until 1 pm). Please see below the schedule for each office.

#### **Jackson Heights, Queens:**

- Food truck arrival: Tuesdays, 8 am - 2 pm
- Food distribution: Wednesdays, 9 am - 2 pm, 12pm - 6 pm

### Requirements:

- Ability to lift up to 50 lbs
- Ability to engage in frequent and / or prolonged physical activities such as frequent bending, walking and standing, and other physical activities
- Consistent attendance with an ability to keep appointments and follow protocols
- Team player: effective communicator, patient and with a good sense of humor, flexible, reliable, responsible, and trustworthy
- Desired but not required: Bilingual (English and Spanish/English/Cantonese/Mandarin)

## Important Notes:

- The health and safety of staff, volunteers, and community members is our priority. Please note that while some volunteer positions are currently remote, all positions have the potential to become in-person opportunities. All volunteers must follow the health guidelines described below to ensure everyone including volunteers and those being served stay safe.
  - ◆ *NYC's COVID-19 vaccine mandate: All Make the Road NY employees, volunteers, interns, fellows, vendors, and independent contractors are required to adhere to the City's Healthcare Mandate policy. The mandated policy requires: Effective October 29, 2021, all MRNY employees, interns, fellows, volunteers and independent contractors are required to be vaccinated with an FDA authorized vaccine. This policy applies whether you are working on-site or remotely. Employees, interns, fellows, volunteers and independent contractors who have received a first vaccine dose are required to continue to submit weekly negative PCR tests until proof of full vaccination is received.*

*Regardless of vaccination status, everyone entering MRNY spaces or participating in a MRNY sponsored event is required to wear a face covering.*
- Volunteers will need to submit proof of certificate of the New York City-mandated, Confronting Sexual Harassment training within 30 days of their first shift and on a yearly basis. The training can be completed digitally.
- Our volunteers come from diverse backgrounds and experiences. Volunteers must satisfy the minimal requirements in the position description they're applying for as well. All volunteers must go through a screening and onboarding process that includes reference checks and may include background checks.

Thank you for your support!