



## Food Pantry Volunteer Opportunity

**Position:** Food Pantry Volunteer

**Department:** Health and Human Services

**Location:** 7648 N Paulina St, Chicago. IL 60626

**General Description:** Food Pantry Volunteer Team members work with HECC staff to receive and sort food donations and prepare food packages for distribution to clients. Volunteer team members help keep the Food Pantry well-organized and operating efficiently.

**Time Commitment:** Must be able to keep a consistent schedule and have availability during at least one of the distribution time slots.

Food Pantry Distribution hours

Monday: 1pm-3:30pm

Wednesday: 9:00am – 11:30am

Note: Volunteers are asked to arrive prior to distribution hours

Delivery of food pantry items, unloading and prepping for distribution hours

Friday: 8:00am – 12:00pm

Note: Volunteers must be able to lift between 10-50lbs

### DUTIES/RESPONSIBILITIES:

- Unload deliveries from Greater Chicago Area Food Depository Truck and other Pantry partners
- Sort and clean fresh produce
- Sort, stock, and rotate food shelves
- Date food products
- Dispose of expired food
- Reorganize food and supplies, as needed
- Prepare food bags for distribution
- Assist in the distribution of food to clients
- Assist with paperwork, as assigned

### QUALIFICATIONS:

- Must be at least 18 years of age
- Ability to lift boxed food items (10 – 50 lbs.)
- Able to work as part of a volunteer team
- Flexibility and ability to adapt to a fast-paced environment
- Positive attitude
- Able to keep to a consistent schedule
- Basic computer skills are not required but are helpful

[HECC Food Pantry Volunteer Application Form - Metropolitan Family Services](#)

