



Relief Nursery™, Inc.

Volunteer Job Description

FOOD FOR LANE COUNTY VOLUNTEER

DEPARTMENT: Therapeutic Early Childhood Program

WORK SCHEDULE: 8:00-10:30am, every Wednesday

COMMITMENT: Minimum 3 months

REPORTS TO: Springfield Site Supervisor and Volunteer Coordinator

OVERVIEW OF RESPONSIBILITIES: Pick up Relief Nursery's order from the FOOD for Lane County warehouse, bring it back to the site, and stock/ maintain the food table and pantry.

QUALIFICATIONS:

- Ability to maintain confidentiality
- Must be 18 years of age and older (exceptions can be made by the Volunteer Coordinator)
- Ability to work the designated shift each Wednesday
- Willing to commit for 3 months or more
- Ability to work as a member of a team
- Ability to respond to directions and suggestions in a mature manner
- Maintain professional appearance and attitude, appropriate to the position
- Possess maturity to discuss issues that arise when working with diverse and at-risk populations
- Ability to act in a way consistent with a belief system that values diversity among people
- Be punctual and dependable

SPECIFIC DUTIES:

- Attend orientation and training(s) as scheduled
- Arrive on time for scheduled shifts, sign time card, and pick-up name tag at front desk
- Pick up food orders from the FOOD for Lane County warehouse in own vehicle
- Stock the food pantry and food table, coordinate with the kitchen staff to stock cooler items

CONTACT: Volunteer Coordinator- (541) 343-9706

Revised 02/2020

