

Honey Brook Mobile Food Pantry
Volunteer Duties

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	Clients will shop from noon – 6:00 PM
1.	<u>Set up crew:</u> One shift from 8:30 – 11:30 AM Set up tables, chairs; put up signs; count food; at least half of the crew must be able to lift 25 pounds. Set up crew does not work with the clients. # of volunteers needed: 8
2.	<u>Box Break Down:</u> Break down boxes and take to the dumpster or pack it to take back to CCFB. This needs to be done throughout the day. Shift 1: 8:30 – 11:30 AM Shift 2: 11:30 AM – 2:30 PM Shift 3: 2:30 – 6:00 PM # of volunteers needed: 1 per shift
3.	<u>Greeters:</u> Shift 1: 11:30 AM – 2:30 PM Shift 2: 2:30 – 6:00 PM When the client arrives, greet them and give them a number. The client will then go to the in-take area when their number is called. # of volunteers needed: 2 per shift
4.	<u>Shoppers:</u> Shift 1: 11:30 AM – 2:30 PM Shift 2: 2:30 – 6:00 PM Takes the client around the table and helps them shop. # of volunteers needed: 2 per shift
5.	<u>Restockers:</u> Shift 1: 11:30 AM – 2:30 PM Shift 2: 2:30 – 6:00 PM Restock the tables where the clients shop. # of volunteers needed: 2 per shift
6.	<u>Help clients load their groceries</u> Shift 1: 11:30 AM – 2:30 PM Shift 2: 2:30 – 6:00 PM Help the clients carry their groceries and put them into their car # of volunteers needed: 2 per shift
7.	<u>Clean up crew:</u> One shift from 5:00 – 7:00 PM Basic clean up; take down tables and chairs; load truck to go back to the CCFB. At least two of the crew must be able to lift 25 pounds. # of volunteers needed: 3