



## **Volunteer Position Description**

**Position Title:** Warehouse Helper

**Purpose:** The purpose of volunteers in the warehouse is to ensure the shelves are stocked with appropriate goods. This includes assisting the gleaners in unloading the deliveries of food so they can move on to the next pick up. The weights and temperatures of all the food coming in must also be recorded before volunteers can sort through the food and fill the shelves.

**Key Responsibilities:**

- Unloading deliveries
- Recording weights/temperatures in a log
- Sort donations into useable and not
- Repackage goods into family appropriate servings
- Stock shelves in the store

**Responsible to:** Debbie Johnson, Volunteer Coordinator at Bemidji Community Food Shelf

**Time Commitment:** This is a great opportunity for short term volunteers or new volunteers. Shifts are available Monday, Wednesday and Friday from 8:30am to noon. You pick your days and how much time you would like to commit.

**Useful Skills:** Ability to bend, lift up to 30lbs, comfortable working with others

**Support:** Training will be provided on site. Other volunteers are a valuable resource when questions occur while working

**Dress Code:** Casual, closed toe shoes

**Activity Level:** Volunteers should expect varying amounts of activity; bending, lifting, walking. May not be recommended for volunteers with physical limitation. Comfortable sturdy shoes recommended.

**How to Apply/Contact Information:** To sign up for this volunteer position, please contact Debbie Johnson, Volunteer Coordinator at 218-444-6580 or [bcfsvolunteer@gmail.com](mailto:bcfsvolunteer@gmail.com) and mention warehouse work.