

CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION

**TITLE:** Pack Away Hunger Assistant  
**PROGRAM:** St. Francis House  
**SUPERVISED BY:** Warehouse Coordinator  
**STATUS:** Ongoing  
**UPDATED:** 10/2020

**Job Summary:** This position will assist St. Francis House Food Pantry warehouse staff with sorting donated canned items, processing fruits and vegetables for distribution and packing food boxes.

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be patient and courteous. Must be able to prioritize work with little supervision. Must be a team player, able to get along with others in stressful situations and tolerate interruptions with patience.

**Education/Experience:** NA

**Skills:** Ability to communicate clearly.

**Duties & Responsibilities:**

1. Follow verbal and written directions.
2. Check in with warehouse staff on daily projects.
3. Check dates on donated items and stock on shelves.
4. Repackage fresh produce and bulk items for distribution.
5. Safely pack food boxes using hand carts.
6. Tape boxes for filling.

**Physical Requirements:** Ability to lift 25 pounds.

**Training Requirements:** Attend orientation and position training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

