

Clemmons Food Pantry Volunteer Opportunities - 2023

Client Services: Directly distributing food to clients who visit the pantry 3x weekly			
Roles Available	Types of Tasks	Times	How to Sign-up
Greeter Shopping Carrying Refrigerated Area Spanish Assistance	Walking & Talking with Clients	Approx. 2 hr shifts Tu (3:15 – 6:30 pm) Th (3:00 – 7:15 pm) Sat (8:30 – 11:30 am)	Volgistics self-scheduling • “Shadow” to learn different roles
Interviewer Weight recording	Record Keeping Data Entry		
Online packing Fresh Food Coord.	Behind-the-scenes		
Preparation: Various daily tasks (e.g., collecting, organizing food) needed to operate the pantry			
Deliveries: Bringing in food supplies from Second Harvest Food Bank and other vendors			
Roles Available	Types of Tasks	Times	How to Sign-up
Delivery Team Delivery Driver	Work as Team Heavy Lifting (up to 45 lbs)	Monday (9-11 am)	Volgistics self-scheduling
Store Rescue: Driving to local grocery stores to get donations and putting them away at the pantry			
Roles Available	Types of Tasks	Times	How to Start
Store Pick-up	Driving Lifting (up to 25 lbs.) Done Independently	Daily, Before 10 am	Send email to: StoreRescue@clemmonsfoodpantry.org
Prep Team: Organizing food inventory and stocking shelves for distribution			
Roles Available	Types of Tasks	Times	How to Sign-up
Shelving Fresh Food Coord.	Shelving food products Quality checking donations Light lifting Limited mobility needed	Weekdays (10 am – 12 pm)	Volgistics self-scheduling • “on the job” training with coordinators
General: Tasks with flexible and/or irregular scheduling			
If interested in helping with these tasks, send email to volunteers@clemmonsfoodpantry.org			
Roles Available	Types of Tasks	Total Time *	
Volunteer Engagement Team	Orientation/Trainings Event planning Manage emails & phone calls	4-6 hours a month	
Disinfecting & Maintenance	Using chemical cleaners Moderate Lifting	2-3 hours weekly	
Bookkeeping and Donor Records	Basic Accounting Database management	6-8 hours a month	
Technology	Troubleshooting & maintaining software, networking, and/or hardware	varies	
Public Relations	Public speaking Writing	1-2 hours a month	
Office Assistance	Organizing, printing, online shopping	2-3 hours weekly	
*Time can be divided between multiple volunteers			