

RECEPTIONIST

HOURS: Tuesday, Wednesday, Thursday 10:00am – 2:00pm OR split shift 10:00am-12:00pm and 12:00pm-2:00pm.

NUMBER OF VOLUNTEERS NEEDED: One or two w/split shift

DUTIES: Meet and greet customers and clients when they arrive. Determine where they need to be and direct them to that location. Hand out numbers to clients needing our services. Volunteer may be asked to do special projects (stuffing envelopes, mass mailing, etc.) from Administrative Assistant.

REQUIREMENTS: Pleasant personality, works well with our clients, able to multi-task.

BREAD BASKET

HOURS: Tuesday, Wednesday, Thursday 10:00am – 2:00pm (when bread is available)

NUMBER OF VOLUNTEERS NEEDED: One person

DUTIES: Stock shelves with bread. Give out bread, buns, donuts, etc. according to supply on hand. Attend to hospitality area where coffee and donuts are served.

REQUIREMENTS: Pleasant personality, works well with our clients, able to multi-task.

PANTRY

HOURS: Tuesday, Wednesday, Thursday 10:00am – 2:00pm

NUMBER OF VOLUNTEERS NEEDED: Two to three depending on volume of clients

DUTIES: Stock and organize shelves. Pack “emergency food boxes” for families. Weigh the food and keep records for clients served. Do odd jobs as needed per Pantry Manager.

REQUIREMENTS: Pleasant personality, works well with others, able to multi- task.

CLIENT SERVICES – Clothing, Miscellaneous, etc.

HOURS: Tuesday, Wednesday, Thursday 10:00am – 2:00pm

NUMBER OF VOLUNTEERS NEEDED: Two to three depending on volume of clients

DUTIES: Talk with clients to determine their needs. Access the client's record in the data base to determine if they qualify for the services requested. Direct them to the proper area for services, i.e.: pantry if they just need food. If client is eligible for clothing or miscellaneous items and they have their I D and Birth Certificates (if required), proceed with the paper work. Fill out the necessary certificates and explain the procedure for redeeming the certificates to the client. Answer any questions the client may have or refer them to the proper Agency. Be sure work area is neat and orderly before leaving each day.

REQUIREMENTS: Pleasant personality, attention to detail, able to multi-task, works well under pressure, some computer skills.

TELEPHONE CLIENT INTAKE

Hours: Monday-Friday 9:30am – 3:30 with a ½ hr. break

NUMBER OF VOLUNTEERS NEEDED: One volunteer to work each day is preferred, two if splitting the work shift.

DUTIES: Answer phones in the Assistance Office. Input information into data base. Keep Pantry list, Clothing & Miscellaneous list and Furniture list updated. May be asked to do other tasks in the data base as needed. Some filing and other miscellaneous office tasks as needed.

REQUIREMENTS: Pleasant telephone voice, computer knowledge, familiar with Access data base helpful, attention to detail a must, able to multi-task.