

Volunteer Job Descriptions

Client Choice Implementation Support



Restocking: Bring deliveries inside during the scheduled window. Inspect all items for quality and discard any expired or damaged products. Restock shelves and storage areas to prepare for distribution.

Greeter: Warmly welcome clients as they arrive. Direct them to the check-in area and answer any initial questions about how the pantry works.

Guest check-in: Check in families upon arrival and collect any necessary information for internal record keeping.

TEFAP Intake Volunteer (*if applicable*): For pantries receiving TEFAP (The Emergency Food Assistance Program), assist eligible clients with completing required forms and directing them to the designated TEFAP item area.

Market support: Help guests as needed while they shop and remind them to fill their bags with items from the market. This is a relationship-building role, allowing you to connect with clients, learn their preferences, and make the shopping experience more welcoming and comfortable.

Food handlers (Mobile Pantries): Inform families of item limits. Please refrain from handing food directly to clients unless it's necessary to maintain a client-choice shopping experience.

Floater: Fill in where needed and assist other volunteers throughout their shift if they need short breaks or are unable to come in.

Appointment scheduling: Help guests schedule their next visit and fill out reminder cards with their appointment details.

Loading assistant/runner: Assist clients with carrying large or heavy items, offering a friendly hand to those who may need extra help.

Clean up crew: Maintain cleanliness during distribution to reduce clean-up time needed at the end of the distribution

Note: Not all the volunteer jobs are required to run a Client Choice pantry. The above positions are simply suggestions.

"Client choice reduces wasting of the food and saved us so much time in manpower."

Diane Y. Journey Evangelical Church