



**Position Title:** Food Bank Volunteer  
**Site:** Transitional Living Center (TLC)  
**Hours:** Monday 2:00-4:00pm preferred but may be flexible.  
**Reports To:** Facilities Maintenance Staff

**General Summary and Time Commitment:**

This volunteer will help address food insecurity for women and children served at Transitions' Transitional Living Center. The volunteer will help pick up, unload, store and rotate food bank donations. We ask this volunteer to make a long-term commitment, served in 2 hours a week time blocks.

**Principle Duties and Responsibilities:**

- Drive to Food Bank (must have driver's license and vehicle, ideally a truck or SUV).
- Select and load food bank items.
- Unload and store items at TLC, rotating items so the oldest is in front.
- Deliver food bank paperwork to staff.

**Required Knowledge, Skills and Abilities:**

- Ability to drive, has a driver's license and insurance.
- Will need to acquire Food Handler's License.
- Must pass a background check.
- Must be approved for food bank access.

Must be able to lift 50 pounds repeatedly.

**Education and Experience:** None needed

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

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_