



# Volunteer Services

## VOLUNTEER POSITION DESCRIPTION

**TITLE:** Food Shelf Volunteer

**SUPERVISOR:** Food Shelf Coordinator

**PROGRAM:** The Hallie Q. Brown Food Shelf

**PURPOSE:** Assists in the coordination of the day to day operations of the Food Shelf. Key responsibilities include: maintaining a high level of customer service and assisting in the business affairs of the Food Shelf programming.

### RESPONSIBILITIES MAY INCLUDE:

- Coordinates and administers the daily activities of the Food Shelf; focusing on providing food and clothing to the individuals and families in need.
- Meets, greets and registers individuals and families (clients) seeking food and clothing from the Food Shelf.
- Assists in the coordination the office processes, including facilitating participants' food and clothing selections.
- Facilitates food and clothing donation pick-up.
- Develops and maintains the appropriate Program documentation for internal reporting purposes.
- Provides training and coordination to the volunteers.

### QUALIFICATIONS:

- Dealing with confidential information
- Customer service skills
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines.

**SITE:** Hallie Q. Brown Food Shelf, 100 Oxford Street N, St. Paul

### COMMITMENT:

- Minimum 3-month commitment. Flexible schedule
- Program hours are Monday, Tuesday, Thursday, Friday, 9:00 a.m. – 4:00 p.m.  
Wednesday, 9:00 a.m. – 6:00 p.m.

**CONTACT:** Manager of Volunteerism  
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