



Rich Township Food Pantry Volunteer

Position Title: Food Pantry Volunteer

Reports To: Food Pantry Coordinator

Position Summary:

Assist in the daily operations of the Rich Township Food Pantry to provide essential resources to the community. Volunteers will support food distribution, maintain organization, and offer a friendly and respectful experience for clients.

Key Responsibilities:

- Sort, pack, and distribute food items to clients.
- Stock shelves, monitor inventory, and ensure proper food rotation.
- Assist with unloading and organizing food donations.
- Use basic administrative skills such as data entry, answering phones, and maintaining records.
- Maintain cleanliness and organization of the pantry area.
- Perform all other duties as assigned.

Qualifications:

- Friendly and positive attitude with a commitment to helping others.
- Dependability and punctuality.
- Must have a valid driver's license, vehicle insurance, and dependable transportation.
- Ability to lift up to 25 pounds and stand or walk for extended periods.

Time Commitment:

Flexible schedule during pantry operating hours.

Interested in volunteering? Questions? Email us at volunteers@richtownship.org. Join Rich Township and make a meaningful difference in the community!