



COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

Head Start/Pre-K • Housing & Energy Services • Jefferson-Lewis Childcare Project • Family Center

POSITION DESCRIPTION

DEPARTMENT: Family Center
POSITION TITLE: Food Pantry Volunteer
JOB HOURS: Vary according to need - Mondays through Fridays
LOCATION: CAPC Main Office, 518 Davidson Street, Watertown

POSITION SUMMARY: The Food Pantry volunteer will build familiarity with the mission of the Community Action Planning Council. The position is designed to support the Family Center in serving the low-income population.

RESPONSIBILITIES TO INCLUDE: The Food Pantry volunteer will pack and distribute food boxes to customers, stock shelves, and store foods, following Agency rules, as well as USDA and Department of Health regulations. This position will also complete reports and paperwork as necessary and keep the pantry in a clean and organized state. This position may accompany and assist Family Center staff in picking up food donations from community businesses and groups.

REQUIRED QUALIFICATIONS:

Education – None required. High school diploma or GED preferred.

Experience – None required.

Required Skills

- Remain non-judgmental in working with customers
- Ability to maintain strict confidentiality
- Ability to push, pull or lift up to 40 pounds
- Good communications skills
- Able to compile reports as required

Other

- Must be able to provide own transportation to perform position duties
- Must read, sign and abide by Agency confidentiality standards
- Must follow Agency dress code and safety policies
- Must be cleared by the NYS Central Register for Child Abuse Database
- Must submit all required paperwork before starting, including application, references (if required), emergency contact information.
- Must be willing to undergo drug testing before beginning assignment