



Our Daily Bread Food Pantry

This document outlines the tasks at a high level to support explaining the various roles offered on the Volunteer Application.

****Please note that for all positions, the following clothing attire is required:**

- ODBFP T-shirt (provided)
- ODBFP Volunteer Name Tag (provided)
- Closed-toe shoes

Weekdays

- Food Distribution Preparation for Mobile Pantries, Saturdays, Appointments, Home Deliveries, and School programs.
 - Prep bags weekly for Mobiles Pantries, Saturdays, Appointments, and Home Deliveries
 - Intake - sort donated food (expiration dates and bar codes)
 - Stock shelves.
 - Bag produce, non-perishables, frozen foods and eggs.
 - Prepare backpack bags for school programs.
- Food Donation Pick Up
 - Driver/Heavy Lifter (+40 lbs) uses their vehicle or an ODBFP van to go out on scheduled pickups in various neighborhoods throughout Marco and Naples, bringing full food donation bins back to the pantry to be weighed and ready for the Intake process.

Saturdays Only

- Cart runners (Must be able to lift and move quickly)
 - Runs grocery carts of non-perishable bags, milk, eggs, produce, and frozen protein to guests' trunks or back seats. Approximate weight: 40 lbs.
- Prayer Team
 - Greets guest(s) at the car window and offers prayers.
- Traffic Control (entry, exit, and flow)

Weekdays & Saturdays

- Heavy Lifters (must be able to lift/move 40+ lbs)
 - Load mobile trucks and pick up and unload pallets from various grocery stores/suppliers.
 - Stock shelves with case goods.
 - Prep frozen food for Saturday guests.
 - Truck drivers are also Heavy Lifters. Drivers (must qualify)



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- Guest Registration (Bilingual a plus)
 - Greet guests at the car window, qualify them, and enter required information via iPad into a web-based application. Place a post-it note on the car window to indicate the number of families picking up.

- Special Events
 - Volunteer to help with Community tabling events, Fundraisers, Food Drives, etc. Tasks include setting up a tent, table, and marketing materials; representing ODBFP; providing information on volunteering; soliciting donations; and explaining what ODBFP does for the community. Events are typically on the weekends but can include weekdays. Shifts are usually two hours outside.

File name: Tasks to support Volunteer Application V1 04.2024