



**Position:**        **Lead Food Bank Volunteer**

The Lead Food Bank Volunteer works in unison with their fellow volunteers and VOA staff to ensure the daily operations of the Food Bank are safe, clean, and efficient as well as to serve the needs of our community. Such activities may include, but are not limited to, repacking bulk food, packing food baskets, stocking shelves, sorting canned and dry food, assisting customers, and general cleaning, and regular food pick-up. They also assist in administrative duties to ensure efficient operations: answering phone calls, emails, completing monthly reports.

**Shifts:**            **Monday – Friday, 8-11 a.m. and/or 11a.m. - 3 pm**

**Commitment:**    **Minimum weekly time commitment of 12-16 hours a week**

**Location:**        **Everett**

**General Functions:**

- Assists volunteers in general set up and clean up during operational hours and for volunteer groups
- Assists volunteers so that all necessary volunteer positions are covered
- Assists volunteers in helping clients with food bank shopping, restocking shelves and freezer.
- Monitors food supply and assist volunteers to restock when items run low; change menu items when necessary to ensure that necessary food groups are always available
- Serves as a liaison between clients, volunteers, and staff; communicate problems, concerns and suggestions that arise within the food bank to VOA staff.
- Responds to general phone calls and emails
- Attends Food Bank meetings as required
- Takes all receipts and monetary donations to VOA Accounting office weekly
- Assists with community outreach

**Qualifications:**

- Good interpersonal and communication skills
- Must be able to interact appropriately with a diverse population in a non-discriminatory manner.
- Able to bend and lift 50 pounds
- Dedicated and willing to make a long-term commitment
- Be a team player and flexible
- Food Handler's Permit - provided by agency

**Contact:**    **425-212-5302 or [food@voaww.org](mailto:food@voaww.org)**

