



**Position Name:** 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.

**General Functions:**

- Responsible for food pick-up from the Distribution Center
- Shops for additional food needed
- Attends Food Bank meetings as required
- Takes all receipts and monetary donations to VOA Accounting office weekly
- Assists with community outreach
- Assists volunteers in the general set up and clean up in the food bank during operational hours and for volunteer work parties
- Assist volunteers so that all necessary volunteer positions are covered
- Assist volunteers in helping clients with food bank shopping, restocking shelves and freezer.
- Monitor 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 for the Mill Creek Food Bank

**Qualifications:**

Food Handler's Permit - provided by agency

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

**Time Commitment:**

Minimum weekly time commitment of 12-16 hours a week  
(Wednesdays and Thursdays)

**End Results:**

Volunteer advocate for Volunteers of America's mission  
Support services provided are efficient and effective  
Contributes to the successful operation of the Food Bank

Location: Mill Creek

Opportunity Type: Hunger & Food Bank

Contact: Jill Whitehead - 425-259-3191