

**Position Title:** Food Bank Volunteer **FSL Program:** Village on Roeser

**IMPORTANCE OF THE WORK TO THE ORGANIZATION:** FSL is committed to serving its clients in a wholistic manner. At the Village on Roeser affordable housing apartment community that serves older adults, residents need food assistance. Volunteers are relied upon to manage and maintain the on-campus food bank.

**STATEMENT OF WORK:** Volunteers manage, organize, maintain, and distribute groceries to residents at this 112-unit complex, every Friday from 11:00 am to 1:00 pm. Volunteers are needed to start at 8:00 am, and engage in helping staff get food from the St. Mary's Food Warehouse at 2831 N 31<sup>st</sup> St., Phoenix; bring the food back to Village on Roeser Community Room; set the groceries out for residents to pick-up; and clean-up of the area afterwards. Volunteers will meet at Village on Roeser at 454 E Roeser Rd., Phoenix, drive with staff to the St. Mary's Food Bank where you will shop the warehouse, and then return to Village on Roeser to work in the Community Room Kitchen to prep and distribute grocery items.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Travel to the Village on Roeser Community Room on Fridays
- Accompany the Property Manager at the St. Mary's Food Warehouse and assist with shopping for necessary food and provisions
- Return to Village on Roeser to organize and prepare the grocery items for residents who have signed-up for the distribution
- Oversee the distribution process as residents show up
- After distribution is completed, assist with clean-up
- Assist with the day's documentation

**QUALIFICATIONS (including knowledge, skills, abilities, work experience, & education):**

- Must be 18+ or if minor, accompanied by an adult
- Must be able to get a food handlers card, at company's expense
- Must be able to bend and lift, up to 50 pounds
- Must be able to walk and stand for 2 hours or more
- Must commit to volunteering for a period of at least six months

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The physical demands described here represent those required by a volunteer successfully performing the essential functions of this position.

- Warehouse environment at St. Mary's Food Bank with ability to walk around for up to an hour and safely lift as much as 50 pounds of products.

- Community Activity Room & Kitchen at Village on Roeser with the ability to walk around and be on one's feet for 2 hours or more, and be able to safely lift as much as 50 pounds of products.
- Traveling in a Company van that requires ability to step-up into the vehicle.

**SPECIAL or DEPARTMENTAL REQUIREMENTS:**

- ☒ Minimum age: 18
- ☐ Valid Arizona driver's license, vehicle insurance, and be insurable by FSL
- ☒ Clear Background Check      ☐ Negative Drug Screen      ☒ Central Registry Clearance
- ☐ Current, or be able to obtain, a Level One Fingerprint Clearance Card through AZ DPS
- ☐ Current CPR/First Aide
- ☐ Meet state & federal immunization/communicable disease clearance requirements
- ☐ Blood Borne Pathogens & Infection Control Training
- ☐ Network Access
- ☒ Additional Specialized Training: able to obtain a Food Handlers Card, paid for by FSL

**TRAINING PROVIDED:**

- Orientation
- HIPAA and Corporate Compliance Training
- Program specific policies & procedures
- On-line Arizona Food Handlers Card Training Course
- Instructions from Property Manager
- Web-based modules
- Shadow other staff
- Identifying "red flags"

**EVALUATION:**

- ☒ At end of training for fit    ☐ At end of Commitment

**LENGTH OF COMMITMENT:**    ☐ 3 months    ☒ 6 months    ☐ 9 months    ☐ 12 month

☒ Other: prefer a long-term commitment

**SCHEDULED DAYS:** Fridays

**HOURS:** 8:00 am to 1:00 pm

**ASSIGNED STAFF SUPERVISOR:** Village on Roeser Property Manager

**SECONDARY STAFF SUPERVISOR:** Tena Soto

**COMMENTS:**

This volunteer is a valuable member of the Village on Roeser team and appreciated for his/her willingness to assist with these essential duties.

This volunteer job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. While it is intended to be an accurate reflection of the position, management reserves the right to revise or to require that

other, or different, tasks be performed when circumstances change (e.g., emergencies, changes in staff, workload, rush jobs, technology changes, etc.).

In addition, this volunteer position description is not an intended contract of employment between the volunteer and the Foundation for Senior Living, nor shall it be a promise to provide specific terms or conditions of employment.

Your signature below indicates that you:

- have read and understand this position description (or had someone read it to you),
- understand the requirements of the job as stated and, are capable of performing these duties (check one):
  - ☒ **with accommodation**     ☐ **without accommodations**, and
- are willing to perform the job responsibilities and requirements as stated.

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Volunteer's Printed Name

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Supervisor's Printed Name

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Volunteer's Signature  
(Indicates acceptance and understanding)

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Supervisor's Signature

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Date

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Date