



KareKeys Food Assistance Volunteer Job Descriptions

Picking Up Food: Volunteers assist in picking up the food from the North Texas Food Bank drop off location every Thursday around noon. Then you will deliver it to KareKeys Food Assistance Pantry and help sort. (Thursday afternoon)

Sorting & Packing Food: Volunteers are needed to rotate products, sort donated food for dents, spoilage and expiration dates, then restock. We will also be repackaging fresh food into family and individual sizes to be distributed to our clients. (Thursday afternoon)

Distributing Food: Volunteers are needed to build relationships with the clients and provide direction in choosing the correct quantity of food based off their family size. You will also be helping fill boxes for offsite clients for later delivery. (Currently Saturdays 9:00am to 1:00pm)

Mobile Pantry: Volunteers are needed to build relationships with elderly clients that are shut-ins that need food assistance. You will figure out what type of food they would like to receive, then you will fill there order and deliver the food on a certain day that works best for the both you. (TBD)

Volunteer Leader Mentor: Provide support to volunteers by training, teaching, leading and mentoring them within their responsibilities. Create a positive environment for volunteers, increasing volunteer retention. Lead tours of our facility and provide general and accurate information about the food pantry's programs and services. This position requires an outgoing personality and experience working with diverse populations including persons with special needs. Excellent verbal and motivational communication skills are needed. Is not easily offended. (Currently Saturdays 9:00am to 1:00pm)

Volunteer Shift Leader: A volunteer Shift Leader will insure your volunteers are going to show up and be on time, you will provide training, direction, assistance, guidance, clarity of rules and policies and support as needed. This position works out best for someone who is a people person, enjoys others company, is compassionate, enthusiastic and an encourager. (Currently Saturdays 9:00am to 1:00pm)

Intake: Assist with client intake paper work, assist in passing and sorting paper work, typing data into a computer program and other clerical work as needed. (Currently Saturdays 9:00am to 1:00pm)

Checkout: Volunteers will assist the client in checking out, by scanning the products the client has chosen and making notes on the time and date the client was provided the food. You will also assist others when needed. (Currently Saturdays 9:00am to 1:00pm)

Floater: We need one volunteer for each shift to fill in, Greet clients, provide support to other volunteers, run errands as needed, provide assistance to clients and be the bubbly, joyful, friendly person to all. This position is for someone who is flexible, courteous and kind. (Currently Saturdays 9:00am to 1:00pm)

Food Drive Pick-up: Churches and organizations will have a food drive for us and you will go pick up the donations and deliver them to the food pantry and help fill the shelves. (TBD)



KareKeys Food Assistance Volunteer Job Descriptions

Videographer/Photographer: Are you creative? Would you like to make training videos, provide insights about the ministry provide interviews or create short stories to be used on the social media sites? Would you like to assist the administration by getting the word out about his ministry by contacting local newspapers and radio stations about upcoming events? Must be tech savvy and have the means to record. (TBD)

Special Event Volunteer: You will assist with our annual banquets and community fairs and or events. (TBD)

Fundraiser: Volunteer will assist in getting donations, creating fundraiser opportunities and assist in finding partners. (TBD)

Administrative Services Volunteer: A variety of administrative tasks including, but not limited to: internet research, letter folding, stapling pamphlets, data entry and/or answering phones. (TBD)

Garden Volunteers: Volunteers play a crucial role in building and planting the garden. This project includes a wide variety of tasks associated with creating the infrastructure of the garden like digging, building, painting, planting and getting your hands dirty. This is a great opportunity for individuals and groups interested in volunteering outside and in helping to bring the food pantry, garden to life! (TBD)

Property Beautification Volunteers: Assist with the continued beautification of the property by planting seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, and shrubs, and apply mulch for protection, using gardening tools. Assist with established lawn care such as mowing, mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls. Occasionally assist with painting of exterior and interiors walls. Keep trash pickup and parking lot in good working condition. (TBD)

Parking Lot attendants: You will make sure the clients are parking in the designated areas and that the parking lot remains safe and has an easy access to enter and leave. (Friday afternoons & Saturday mornings)

Maintenance: Helps maintain the property and fix things that are broke and help insure things are working at their best. (TBD)

Artist: Volunteer will be in charge of creating informative posters and artwork to be used in the facility or at events. (TBD)

Volunteer Coordinator: You will help find volunteers, help retention, provide assistants, create and develop training and help with special events as needed. You will also come up with fun ways to make volunteering at the pantry, a blast! (TBD)