

# ABC Food Pantry

## Volunteer Job Description

### Order Receiver

*If you have a mission or vision statement, include it here.*

#### **About Us:**

The ABC Food Pantry serves community members who reside in the West End neighborhoods of Providence. Our food pantry receives many thousands of pounds of food and non-food products every year. Our program relies on deliveries from the Rhode Island Community Food Bank and other sources. The Order Receiver plays a critical role in helping to ensure the deliveries arrive safely and are accounted for.

#### **Position Qualifications:**

- Knowledge of basic safe food handling.
- Good level of responsibility, reliability, and punctuality.
- Appropriate and professional behavior at all times.

#### **Position Tasks:**

- Receive orders from Rhode Island Community Food Bank and other companies and organizations, as determined by the Program Coordinator.
- Check inventory on orders to ensure that all product ordered has arrived on the shipment. Sign invoice for drivers.
- Practice safe food handling when unloading orders and place food on pallets or tables for the volunteers to unload boxes from.
- Check inventory for damaged goods. Set aside any damaged goods in a designated area away from the regular inventory and report any damages to the Program Coordinator at the end of unloading the delivery.
- May assist with additional duties, as able and as needed.

By signing below, I acknowledge that I understand the tasks outlined above and have been trained on any other important agency policies.

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PRINT Name

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Signature

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Date