



UA3 COMMUNITY FIRST FOOD PANTRY VOLUNTEER OPPORTUNITY DESCRIPTION

A wonderful opportunity to serve the community and to help those in need by assisting in our Food Pantry Operation. Volunteer duties include:

- Organize, sort and distribution of donated food or PPE items to community members.
- Loading and unloading of pallets and boxes of donated food items and supplies.
- Maintain orderliness and cleanliness of the pantry, storage, and waiting area.
- Set up and close up of the pantry, tents, and tables in the waiting/distribution area.
- Reservation check-ins, registration, and queue/crowd control.
- Data entry of registrations, pick-ups, and assignment of reservations into Plentiful Food Pantry Database system (data entry can be done off-site/remotely after each pantry day).
- Breaking down and packing of cardboard boxes and crates for proper disposal.
- Cleaning of sidewalk and loading area.

Requirements

Great customer service and communication skills and the ability to work with other team members to handle:

- The stress of a physically labor intensive job.
- The ability to stand, walk, bend and lift.
- Ability to uphold client confidentiality and exercise patience in client services, and
- Observe proper sanitary practice and proper safety protocols.

Our Volunteer Needs (Location/Time):

384 Grand Street, New York, NY 10002

- Mondays: 8:00 am to 6:00 pm (pantry day operation duties)
- Thursdays: 8:00 am to 6:00 pm (pantry day operation duties)

350 West 26th Street, New York, NY 10001

Wednesdays and Sundays (8:30 pm – 11:00 pm) – assist the driver with pick up and loading of donated food at various locations.

Various Locations (as needed)

On an ad hoc basis, to help loading/unloading and/or distribution of food or PPEs at different locations within the 5 boroughs of New York City.

Remote Data Entry Assistance

Between and after each pantry day (any time) – assist with data entry of clients served, scheduling of new reservations, and preparation of client lists for next pantry service.

Contact/Information

Mr. Chi Loek

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