

# Volunteer Position Description

Home Delivery

Benefits Outreach Department



**Greater Cleveland  
Food Bank**

**Purpose:** The Home Delivery volunteer will assist the Benefits Outreach Department in delivering shelf stable and perishable food boxes to homebound older adults and adults with disabilities throughout Cuyahoga County.

## **Key Responsibilities:**

- Pick up food boxes from GCFB or other partner sites and deliver to individuals' homes.

## **Requirements:**

- Ability to regularly lift boxes of food that can weigh up to 30 lbs.
- Ability to utilize personal vehicle to complete assignments.
- Functioning cell phone (with GPS navigation capabilities and internet browser access).
- Strong communication skills.
- Strong customer service skills.
- Must be willing/able to adhere to Greater Cleveland Food Bank Volunteer Guidelines related to COVID-19 precautions.
- Comfortable visiting and traveling through a diverse range of neighborhoods within Cuyahoga County.
- Must complete "Volunteer Personal Vehicle Use Waiver" and "Volunteer Confidentiality Agreement."
- Must complete general Volunteer Orientation re: Tribu system use, duty overview, safety training and Civil Rights Training all led by a GCFB staff member.
- Must complete a background check prior to starting.

**Time Commitment:** Time commitment may vary depending on community need. Volunteer can expect to dedicate at least 2-3 hours a week.

**Support:** Greater Cleveland Food Bank will provide training for this assignment and assistance will be given if needed.

**Dress Code:** Casual. Closed toe and closed heel footwear is required.

**Responsible To:** Benefits Outreach Team

To learn more or to express interest in the role, please contact Debbie Kummer via email ([dkummer@clevelandfoodbank.org](mailto:dkummer@clevelandfoodbank.org)) or phone (216-372-8162) at your convenience.

**The Greater Cleveland Food Bank works to ensure that everyone in our communities has the nutritious food that they need every day.**