

Volunteer Position Description

Volunteer Food Truck Assistant



Greater Cleveland
Food Bank

Purpose: The Volunteer Food Truck Assistant will help members of the Food Bank's Benefits Outreach team with handling and handing out produce from its food truck at community events. Volunteers will also assist with inputting client information into the PantryTrak software. The Food Bank's food truck travels to many different community events and key locations to promote the ways in which the Food Bank is able to provide assistance.

Key Responsibilities:

- Loading produce onto the food truck
- Sorting and bagging the produce to prepare it for distribution
- Traveling on the food truck to the distribution site
- Handing out produce
- Using PantryTrak to record client information and statistics
- Assisting with clean-up at the end of the distribution

Qualifications:

- Strong Customer Service Skills
- Strong Verbal Communication
- Ability to lift and/or move up to 25 pounds
- Basic computer knowledge and typing ability

Time Commitment: Each volunteer shift will last three to four hours.

Support: The Outreach team will provide training. A Food Bank staff member will drive the GCFB food truck and work alongside the volunteer during the shift.

Dress Code: Close-toed shoes; Weather-appropriate attire

Responsible To: Katie Gedeon, Outreach Manager; Jerry Harris, Outreach Manager

To learn more or to express interest in the role, please contact Matt Jackson via email (mjackson@clevelandfoodbank.org) or phone (216-738-2069) 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.