

Volunteer Position Description

Volunteer Repack Assistant



Greater Cleveland
Food Bank

Purpose: The Volunteer Repack Assistant will assist in the Repack Salvage Room by helping to break down and bale corrugate/plastic used in food processing and packing. This will reduce the amount of congestion in the Salvage room, enable more donated produce to be stored in the racks, and improve safety by reducing the amount of pallets left on the floor throughout the room. The volunteer will also assist with the cleanliness and order in main Repack room.

Key Responsibilities:

- Assist the Repack department with the break-down and baling of cardboard and plastic
- Prepare and maintain the Salvage area by rearranging product, cleaning floors and removing baled bundles from balers
- Provide organization, housekeeping and sanitation in Salvage

Qualifications:

- Demonstrated ability to manage time efficiently
- Willingness to be trained to operate pallet jacks and the baling equipment
- Ability to lift and move items weighing up to 50 pounds (occasionally)

Time Commitment: The Repack team is hoping for a commitment of twice per month on either Mondays or Thursdays from 10am-12pm or 12pm-2pm, or on Saturdays from 8am-12pm.

Support: Training for this position will be provided. A Food Bank point of contact will also be available to answer questions that may arise during the volunteer shift.

Dress Code: Everyday clothing is permitted for this role. Closed-toe shoes are required. The Food Bank will provide any safety gear needed for this position, including steel-toe clip-ons.

Responsible To: Scott Phillips, Production Supervisor

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.