

Position Title: Crossroads Hub Volunteer

Purpose: Crossroads Community Services exists to nourish out community's low-income families by providing nutritious food and supportive education. Hub volunteers work with staff to ensure quality and efficient processing and delivery of food to all Community Distribution Partners (CDPs) and Agencies.

Supervisor: Hub Volunteers will report to Abel Sanchez and the Hub Team Lead

Responsibilities:

- Assist staff to fulfill CDP and agency food orders using the manual pallet jack
- Assist with inventory counting on a weekly basis
- Help CDPs and Agencies to load orders into cars and trucks
- Sort and stage produce kits for CDPs and Agencies

Time Commitment: Once a week for 4 hours with a minimum commitment of 20 full service days. The Hub team is looking for individuals who are looking to make a consistent, long-term commitment. Preference is given to volunteers who can commit to a consistent schedule. Shifts are Monday – Friday from 7:30am – 11:30am.

Qualifications: Must be able to stand for up to 4 hours and lift up to 50 pounds. Must be comfortable working in a warehouse setting and have the ability to follow all posted and verbal safety instructions. Volunteers must be at least 18 years of age.

Orientation and Training: All volunteers are required to attend and complete a general volunteer orientation before starting their service. Warehouse volunteers will undergo additional and extensive safety training with hub staff before beginning their service.

Dress Code: All volunteers are required to wear closed toe shoes and comfortable clothing that does not inhibit their ability to move around. Long hair should be tied back. All hub volunteers will be provided a reflective safety vest that must be worn at all times during their service.

Benefits: Committed volunteers will receive a Crossroads safety vest with their names and the ability to earn patches for every 100 hours served.

Appropriate For:

- Individuals looking to make a long-term commitment
- Community service volunteers who can meet the minimum time commitment