



Outgoing Donation Preparation Volunteer

Purpose

Prepare outgoing food bank and rescue partner wagons so scheduled partner pickups receive their items accurately and on time.

Responsibilities

- Review the food bank pickup schedule to see who and how many wagons
- Determine proper wagon sizes, following provided instructions
- Fill outgoing wagons with food and non-food items according to posted guidelines
- Label and stage filled wagons in designated pickup locations
- Clear, store, and reset empty wagons as pickups occur
- Notify Operations if required wagons cannot be completed during the shift

Schedule

- Three recurring weekly shifts available, each scheduled independently:
 - Monday wagon-filling shift (90 min), starts no earlier than 12:00 PM
 - Tuesday wagon-filling shift (90 min), starts no earlier than 11:00 AM
 - Wednesday wagon-filling shift (60 min), starts no earlier than 11:00 AM
- 1 volunteer per shift
- Volunteers may each choose a recurring start time that works for them
- Shifts may finish earlier depending on weekly needs

Physical Requirements

- Ability to lift and carry items up to 35–40 lbs
- Lifting from floor, waist height, and higher shelves
- Frequent movement of wagons

Notes

- Training and some written guidelines will be provided
- Clear communication about completion status is essential to ensure pickups are uninterrupted