



Donation Sorting, Logging & Placement Volunteer

Purpose

Ensure donated items are accurately sorted, logged, and placed so they can be used effectively by the shelter, food bank and rescue partners, and store.

Responsibilities

This role follows a continuous item-by-item flow:

- Review donated items and assess general condition
- Sort each item into its appropriate destination:
 - Food bank, Shelter use, Store inventory, Thrift store, Disposal
- Log required information on tracking sheets, including:
 - Number of cans, Pounds of dry food, Number of designated non-food items
- Place sorted and logged items onto the appropriate shelves or zones
- Manage overflow and shelving as part of the sorting process
- Keep work areas and pathways usable while working

Schedule

- Recurring 2.5-hour weekly shifts available on:
 - Monday morning, 9:00-11:30
 - Friday morning or early afternoon
- Friday volunteer may choose a recurring start time that works for them

Physical Requirements

- Ability to lift and carry items up to 35–40 lbs
- Lifting from floor, waist height, and higher shelves
- Standing and walking for extended periods

Notes

- Training and some written guidelines will be provided
- Will often be ambiguous and require judgement, so an interest in understanding how donations support the shelter, store, and food bank programs is preferred