



Donation Transfer & Intake Support Volunteers

Purpose

Support the food bank by regularly transferring donated items from the public drop-off area to designated intake areas, helping keep the donation space clear and usable.

Responsibilities

- Keep the donation drop-off area clear and usable for the public
- Use carts or wagons to transfer donated items from the front donation/drop-off area to designated intake or holding areas in back
- Stage items neatly in assigned intake areas to support later sorting

What This Role Does Not Include

- No sorting by destination (food bank, shelter, store, thrift, or disposal)
- No decisions about item quality or final use
- No opening or inspecting items beyond what is necessary for transport

Schedule

- Recurring weekly 30-minute shifts available on:
 - Sunday afternoon or early evening, preferably start after 3:00
 - Wednesday morning, preferably end by 11:30
 - Friday morning, preferably end by 11:30
- 1 volunteer per shift
- Volunteers may each choose a recurring start time that works for them

Physical Requirements

- Ability to lift and carry items up to approximately 35–40 lbs
- Ability to maneuver carts or wagons
- Standing, walking, bending, and lifting

Notes

- This role supports overall flow; donations do not need to be fully cleared in one shift
- Training will be provided