Today’s date:­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Select the volunteer duties you would like and the times you are available.**

**(Circle the title and circle the time):**

 **Sorting**  **Pack Greet** **Warehouse Pickup Mobile**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | 9 am - 11am | 12pm - 2 pm | 2pm – 530pm | 8am - 10am | 8:30am - 11am | 800am– 1pm |
| Tue | 9am - 11am | 12pm - 2 pm | 2pm – 530pm | 8am - 10am | 8:30am - 11am | 800am– 1pm |
| Wed | 9am - 11am | 12pm - 2 pm | 2pm – 530pm | 8am - 10am | 8:30am - 11am | 800am– 1pm |
| Thu | 9am - 11am | 12pm - 2 pm | 2pm – 530pm | 8am - 10am | 8:30am - 11am | 800am– 1pm |
| Fri | 9am - 11am | 12pm - 2 pm | 2pm – 530pm | 8am - 10am | 8:30am - 11am | 800am– 1pm |
| Sat | 9am - 11am | 9 am – 11am | 1030pm – 1pm | 8am - 10am | 8:30am - 11am | - |
| Sun | -- | -- |  | -- | 8:30am - 11am | - |

**(see reverse side for volunteer position details):**

**2. Please list below any special skills you could donate to the Cupboard.**

i.e., Bookkeeping, accounting, computer skills, trade/profession skills, audio/visual, grocery or warehouse experience, and arts & crafts to name just a few!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** **Are you associated with any of the founding churches (please circle):**

 United Methodist First Congregational Trinity Presbyterian

 Sacred Heard St. Luke’s Episcopal American Lutheran

 Community Volunteer(not associated with a founding church)

**Email completed form to: Volunteers@PCCFB.org**

**------------------------------------------------------OFFICE USE---------------------------------------------------------**

Date of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date uploaded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admin Initials\_\_\_\_

**PACKER:** Usually requires one day every seven weeks. *Usually limited contact with clients*.

Tasks include:

Packing bags with food for clients in teams of two.

Requires lifting up to 15lbs

**SORTER:** One day a week commitment required. *No client interaction*.

Tasks include

-Working with one or more volunteers and staff

- Sorting fresh produce and baked goods

- Assist stocking in packing room shelves.

- Every other month, sorting and stocking help is needed for food drives.

**GREETER:** one day a week commitment required . *Requires working with clients*

Tasks include:

 - Setting up lobby for food distribution,

- Check-in clients in the database and record how many bags they receive.

- Register new clients and give instructions on procedures.

- Assist clients with shopping and bagging in the lobby.

**WAREHOUSE:** One day a week commitment required. Tasks change daily. *No client interaction*.

Tasks include:

- Receiving, weighing, checking dates, sorting, and stocking donations.

- Organizing donations by category (i.e. backing, condiments, coffee & tea, etc)

- General cleaning (sweeping, mopping, wiping surfaces, trash detail, etc).

**PICKUP:** Weekly commitment required.

Tasks include:

- Utilize the PCCFB van to pick up donations from local grocery stores

- Staging perishables in the walk-in cooler.

- Requires lifting 30-40lb boxes, drivers license and insurance.

- Works in a team of 2.

**Mobile Food Bank:** Weekly commitment required. Requires working with clients

 Task include:

* Loading Mobile Food Bank vehicle with packed bags, chairs, coolers, and boxes
* Setting up tables, chairs, & 13’ x 13’ tent
* Checking in clients
* Issuing prepacked bags
* Breaking down mobile site
* Requires lifting 30-40lb boxes