

VOLUNTEER & STAFF ROLES

- **Lead Pantry or Kitchen Coordinator** is responsible for the implementation of the food program and maintaining compliance based on the criteria in this application. The lead staff/volunteer must attend Dare to Care training sessions and train other key staff/volunteers involved in the program. All communication between Dare to Care and the organization will be with the staff or volunteer in charge of the food program.
- **Inventory Assistant** assists in online ordering, recording, and organizing the inventory of food and nonfood items. They make sure that incoming products are properly receipted and reported.
- **Drivers** are designated personnel who have vehicles and proper licensure appropriate for hauling large quantities of food. The persons serving in the role must also be able to lift and load product up to 50 pounds. Consider also recruiting volunteers to do deliveries for homebound neighbors.
- **Loading/Unloading Personnel** are individuals who are able to lift and move product up to 50 pounds and are physically able to unload all food from the vehicle and load into the facility.
- **Sorter/Stockers** inspect and sort through all product to ensure it meets food safety standards for distribution. They organize and replenish product in the shopping area throughout the distribution.
- **Greeters** will welcome neighbors when they arrive and kindly direct neighbors to the welcome/check-in area. They answer any initial questions about how the food program works, possibly providing a brief tour of the space for new neighbors.
- **Sign-In/Intake Personnel** assist neighbors in checking in and are responsible for collecting any information needed for recordkeeping.
- **Co-Shoppers** interact directly with neighbors and assist them while they shop and choose food items. This role provides staff/volunteers the opportunity to get to know neighbors, their unique preferences, and learn what other types of services or programs might be helpful to share with them.
- **Runners** help neighbors carry groceries to their vehicles as needed and assist any neighbors who may need reasonable accommodations.
- **Food Preppers** may assist in packing food for neighbors or assist in the kitchen to prepare meals.
- **Facilities Assistants** help with overall operations such as maintaining proper cleaning schedule, recording time and temperatures of food storage areas, and ensures proper food safety protocols are being followed.
- **Floater**s are responsible for filling in when needed and are available to relieve other staff/volunteers throughout their shift if they need short breaks or are unable to come in.