

# PRESCOTT COMMUNITY CUPBOARD VOLUNTEER INFORMATION FORM

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):

	<u>Sorting</u>	<u>Pack or Greet</u>	<u>Warehouse</u>	<u>Pickup</u>	<u>Mobile</u>
Mon	9:30am - 11am	2pm - 5:30pm	8am to 10am	9am - 11am	11:30am – 3:30pm
Tue	9:30am - 11am	2pm - 5:30pm	8am to 10am	9am - 11am	(Future)
Wed	9:45am - 11am	2pm - 5:30pm	8am to 10am	9am - 11am	(Future)
Thu	9:30am - 11am	2pm - 5:30pm	8am to 10am	9am - 11am	(Future)
Fri	9:45am - 11am	2pm - 5:30pm	8am to 10am	9am - 11am	(Future)
Sat	9:45am - 11am	10:30pm - 1pm	8am to 10am	9am - 11am	-
Sun	--	--	--	9am - 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 following 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](mailto:Volunteers@PCCFB.org)**

-----OFFICE USE-----

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

# PRESCOTT COMMUNITY CUPBOARD

## VOLUNTEER INFORMATION FORM

**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 packing room shelves.
- Every other month, sorting and stocking help is needed on Saturdays for food drives.

**GREETER:** Several days a month Commitment requires . *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