

Second Harvest Food Bank of Northeast Tennessee

Volunteer Positions and Job Descriptions

Food Operations Volunteers

Description

Food Operations volunteers do a variety of tasks, including cleaning, sweeping, etc. They sort and categorize food donated by food drives and grocery stores. Food Operations volunteers include corporate and community based groups as well as individuals. The warehouse is a busy, working distribution center. In order to work in the warehouse, volunteers must be in at least the eighth grade. Chaperones are required for people younger than 16. One adult for every five young people is required.

Specific Food Operations volunteer position titles include:

- Salvage Room Assistant
- Warehouse Assistant
- Food for Kids Volunteers
- Mobile Food Pantry Distribution Assistant

Rules and Regulations for Food Operations Volunteers

- All volunteers must wear close-toed shoes (no sandals).
- No throwing or tossing cans or other products.
- All volunteers are expected to remain in the area where assigned.
- No driving tow motors (fork lifts) or riding on pallet jacks.
- No running or playing on pallets.
- No eating or drinking in the warehouse.
- Do not remove any item, including food, from the Food Bank.
- Ask for assistance lifting heavy items.

Administrative Volunteers

Description

Administrative volunteers do a variety of tasks, including light office work, computer research, mailings, and more.

Rules and Regulations for Administrative Volunteers

- Don't lift items that are too heavy. Always ask for assistance.
- You may come across donor information, including financial donation information, addresses, phone numbers, and e-mail addresses. This information is confidential. Do not discuss this information with anyone other than your supervisor.
- Please do not operate any equipment or computers without the proper training.
- No running in the building.
- If you have any questions about your volunteer task, please ask! We are here to work with you.
- Do not remove any item, including food and office supplies, from the Food Bank.

Special Events Volunteers

Description

Special Events volunteers assist with Special Events, including but not limited to, the Bristol Motor Speedway Events, "Scouting for Food" Drive, "Make a Difference Day," activities, and National Volunteer Week.

Rules and Regulations for Special Events Volunteers:

- All volunteers must wear close-toed shoes (no sandals).
- Do not lift items that are too heavy. Always ask for assistance
- All volunteers are expected to remain in their work area.
- No driving Second Harvest vehicles.
- No drinking alcoholic beverages while volunteering.
- Do not remove any item, including food, from the Food Bank or from a Food Bank event.
- Please do not leave the event without notifying the Community Relations Coordinator at the site.