

# Volunteer Descriptions

**Gemma E. Moran**  
United Way/Labor Food Bank

**AFL-CIO**  
COMMUNITY SERVICES



An AFL-CIO Community Services and United Way Partnership

## Food Bank Warehouse Volunteer Descriptions

### For volunteers ages 17 and older

#### Sorting Donated Food

On weekdays, volunteers inspect, sort and pack perishable and non-perishable food for distribution to direct feeding programs and to pack on the Mobile Pantry truck.

#### Office Assistance

Volunteers are often need to write thank you notes, file, copy, stuff envelopes, process mail, do data entry, and fold and stuff letters to assist various departments.

#### Mobile Food Pantry

Volunteers are needed the day before and morning of Mobile Pantry distributions. Volunteers sort and package up produce and other perishable items while packing the truck in preparation for distributions. Please ask when these dates and times are available.

#### Gleaning

Volunteers are needed periodically to help glean (pick and sort) fresh produce at local farms and orchards for food distribution to the many food assistance agencies throughout our service area.

#### Special Events

Thanksgiving is our busiest time of the year and offers many volunteer opportunities. There are numerous food drives during this time of year increasing the need for volunteer manpower to help with sorting.

Food drives are also held throughout the year to benefit the Food Bank, such as the National Association of Letter Carriers "Stamp Out Hunger" food drive in May, which requires extra volunteers.

If your group or organization is interested in running a food drive, we can help you set it up!

### For volunteers between 12-17

Young people play a vital role as volunteers, helping with everything from sorting donated food and assisting with office mailings, to helping at food drives and special events. Children ages 12-17 MUST be accompanied by a parent or caregiver at all times when they volunteer at the Gemma E. Moran United Way/Labor Food Bank warehouse.

**If you have questions about volunteering, contact Lamar at (860) 464-3315 or [lamar.spruill@uwsect.org](mailto:lamar.spruill@uwsect.org).**

## **Mobile Food Pantry Volunteer Descriptions**

### **Volunteer Roles and Responsibilities**

Roles also include an Agency Site Operator and Site Coordinator, which are not listed below, as filling the roles is part of the collaborating agency's duties.

#### **Registration/Greeters:**

- Sign in Mobile Food Pantry attendees.
- Provide participants with a number using either number or lottery process, see Mobile Food Pantry Procedures for further details.
- Direct participants based on site's distribution procedures.

#### **Distributors/Client Assistant Distributors:**

- About 3 volunteers on each side of the truck to help in the set up and loading of tables.
- Assist clients through the lines.

**For more information about Mobile Food Pantry procedures, please contact Jennifer Blanco at (860) 464-3327 or [jennifer.blanco@uwsect.org](mailto:jennifer.blanco@uwsect.org).**

**Questions? Please contact the Food Bank  
at 860.444.8050 or [www.uwsect.org/foodbank](http://www.uwsect.org/foodbank).**