



## Food Shelf Volunteer

### Position Description

**Title:** Food Shelf Volunteer

**Supervisor:** Annie Crepeau – Volunteer Coordinator ([annie@stepslp.org](mailto:annie@stepslp.org))

**Location:** STEP, 6812 W. Lake St., St. Louis Park, MN 55426

**Time Commitment:** 1 shift (3 hours) per week

#### Food Shelf Volunteer Hours:

- Tuesday shift: 4-7 pm
- Wednesday shift: 12:30-3:30 pm
- Thursday shifts: 8:30-11:30 am or 12:30-3:30 pm
- Friday shift: 8:30-11:30 am

#### Purpose

- Assist STEP clients in finding food items, pack grocery orders, and maintain a clean shopping area for clients.

#### Volunteer Activities/Duties:

- Create a welcoming environment for STEP clients to shop in the Food Shelf.
- Prepare the shopping area for clients to arrive.
  - Stock shelves as needed when items are running low.
  - Stock grocery bags and boxes for packing groceries.
  - Make sure that food items are in their appropriate place on the shelves.
  - Manage the grocery carts for the bagging area.
- Assist clients with their grocery shopping in STEP's Food Shelf if requested.
- Pack up and weigh client groceries.
  - Record the weight on the client's information sheet.
- Maintain the cleanliness of the Food Shelf.
  - Sweep and tidy the shopping area as needed.
- Interact with STEP clients in a confidential and welcoming manner.
- Communicate with Warehouse volunteers any potential stocking needs.

**Qualifications:**

- Commitment to STEP's Mission—To strengthen our community by responding to the basic emergency needs of individuals & families in St. Louis Park.
- Friendly and people-oriented.
- Ability to work as part of a team.
- Ability to do some moderate lifting (up to 20 pounds).
- Basic math skills (for weighing grocery carts).

**Benefits:**

- You will have the opportunity to directly help those who use STEP services.
- You will have the opportunity to work with others with similar passions and interests.