



Order Packing Volunteer

Position Description

Title: Order Packing Volunteer

Supervisor: Annie Crepeau – Volunteer Coordinator (annie@stepslp.org)

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

Time Commitment: 1 shift (3-4 hours) per week

Clothes Closet Volunteer Hours:

- Monday shifts: 8 am – 12 pm or 12 pm – 4 pm
- Tuesday shifts: 8 am – 12 pm, 12-4 pm, or 4-7 pm
- Wednesday shifts: 8 am – 12 pm or 12 pm – 4 pm
- Thursday shifts: 8 am – 12 pm or 12 pm – 4 pm
- Friday shift: 8 am – 12 pm

Purpose

- Pack grocery orders for STEP clients who are scheduled for deliveries or curbside pickup and help maintain the STEP warehouse.

Volunteer Activities/Duties

- Pack and organize orders based on their order form.
 - Pack client food orders accurately and efficiently for curbside pickup and delivery.
 - Prioritize filling orders based on appointment times to ensure timely client service.
 - Organize packed orders by day and pickup time to ensure smooth distribution.
- Follow best practices for order packing.
 - Avoid overloading bags: aim to keep each bag under 8 lbs. for safe handling.
 - Use appropriate tags for each order:
 - White, blue, or yellow tags for curbside pickup (matching the client's order form color).
 - Colored tags (other than white, blue, or yellow) for delivery orders.
 - Number all bags in the order (1/5, 2/5, etc.) so the pickup volunteer knows the order size.
 - Add client details to the Curbside Order Planner if they are scheduled for curbside pickup (last name, household color, and produce preference).
- Maintain a clean and efficient work area.
 - Restock shelves and packing supplies when items are running low.



- Sweep the floor and empty trash as needed to maintain cleanliness and safety.

Qualifications:

- Commitment to STEP's Mission—To strengthen our community by responding to the basic emergency needs of individuals & families in St. Louis Park.
- Detail-oriented with the ability to follow clear procedures and guidelines.
- Friendly, team-oriented, and committed to maintaining a welcoming environment.
- Ability to perform moderate lifting (up to 20 lbs.).

Benefits:

- Play a vital role in ensuring that local families receive essential food support.
- Join a community of dedicated volunteers who share a passion for helping others.
- Make a meaningful difference in the lives of individuals and families in St. Louis Park.