

VOLUNTEER JOB DESCRIPTION

POSITION: Lead Volunteer at Maplewood - Bread
SUPERVISED BY: Volunteer Experience Manager
STATUS: Volunteer

POSITION SUMMARY: Second Harvest Heartland is committed to delivering the premiere volunteer experience in the Midwest, and we need your help. Volunteers in this leadership position will help support and coordinate other volunteers to pack food for our hungry neighbors.

We need your support to lead volunteers sorting and packing bread! Through different companies, a regular supply of bread products (sliced bread, tortillas, bagels, etc.) are donated to Second Harvest Heartland for daily deliveries to our agency partners. A small group of volunteers sort through the donated bread to ensure none of it is expired or bad.

DUTIES:

- Be an Ambassador for SHH support and demonstrate mission and values of the organization
- Greet and welcome other volunteers
- Instruct the volunteers on why they are packing bread and how to sort it
- Provide a meaningful and productive volunteer experience for a group by being available for questions, providing direction, and building rapport with volunteers
- Set-up and cleanup work space (set up tables, move pallets, clean up, etc.)
- Adhere to food safety and safety guidelines

MINIMUM REQUIREMENTS:

- Enjoy working with people
- Ability to stand for extended period, 2-3 hours
- Ability to multi-task and prioritize tasks appropriately with a strong attention to detail
- Understand safety policies and actively promote safe practices in all program activities
- Comfortable providing instructions and assisting groups of up to 10 people
- Ability to adjust to changing conditions or priorities and think on your feet
- Comfortable using a manual pallet jack to move pallets
- Background check: Volunteers in this position are the face of the organization to other volunteers. Given the leadership of this position, Second Harvest Heartland will be conducting criminal background checks for all volunteers in this position. *Second Harvest Heartland reserves the right to refuse to work with a volunteer, or dismiss a current volunteer, based on the results of the background check.*

TIME REQUIREMENTS AND SCHEDULE:

- **Minimum time requirement:** 1-2 shifts per week
- **Time of the day:** Day shifts from 12:30-4:00pm
- **Start/End date:** Ongoing with a 6-month minimum commitment
- **Days of the week:** Monday, Thursday, and/or Friday
- **Work site:** Maplewood Warehouse at 1140 Gervais Ave., Maplewood, MN 55019

ORGANIZATION CONTACTS:

- Volunteer Experience Team & Operations

HOW TO APPLY:

- Express interest by completing the interest form [here](#), or contact Paige Stein pstein@2harvest.org or 651-209-7953