

## VOLUNTEER JOB DESCRIPTION

**POSITION:** Grocery Delivery for homebound seniors  
**SUPERVISED BY:** Second Harvest Heartland CSFP Department Representatives

---

**POSITION SUMMARY:** Second Harvest Heartland (SHH) provides a box of nutritious food each month to low-income seniors 60 years and over through the Nutrition Assistance Program for Seniors (NAPS). Seniors are given a box of highly nutritious food. The packages may include canned fruits, vegetables and juices, dry and UHT milk, American cheese, canned meat, peanut butter or dried beans, cereal, rice or pasta. Volunteers in this position work with 2-4 clients each month; they are the same clients each month in order to build a relationship one. Volunteers deliver the box of groceries one time per month. Get matched with seniors in you desired delivery area. Low commitment each month, but big impact on a senior's life!

### DUTIES:

- Pick up paperwork and food box at designated SHH sites or partner sites.
- Deliver food to clients
- Assures client completes Signature Log Sheet each month, and return to SHH
- Contacts the client to arrange monthly delivery
- Assist client with certification and recertification process.
- Informs Second Harvest Heartland if unable to deliver client's food box for a particular month. Provides reasonable notice if not able to deliver (at least 2 weeks).

### MINIMUM REQUIREMENTS:

- Willingness to assist people of diverse economic, social and ethnic backgrounds and uphold a non-judgmental, positive regard
- Ability to make a monthly commitment for a minimum of a 1-year
- Ability to provide proof of motor vehicle insurance
- Willingness to complete a criminal background check and motor vehicle record check
- Ability to meet Second Harvest Heartland's guidelines for acceptable driving record and criminal background
- Willingness to complete mandatory 45-minute training which includes Civil Rights training; can be completed in person or over the phone.

### BEHAVIORAL EXPECTATIONS:

- Friendly, helpful "customer service" demeanor
- Highly respectful of client confidentiality
- Dependable and punctual

### PHYSICAL DEMANDS:

- Able to lift and carry a 30 lb box
- Able to operate a motor vehicle

### ORGANIZATION CONTACTS:

- Second Harvest Heartland CSFP Department Representatives
- To apply, contact Paige Stein at 651-209-7953 or [pstein@2harvest.org](mailto:pstein@2harvest.org)