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| Job Title | Food Access Volunteer | Job Category: | Volunteer: Program Services, Human Services |
| Department/Group | Family Assistance Food Access and Nutrition | Travel Required: | Yes |
| Location: | Vallejo CA, Solano County | Reports To: | Lead Food Access Specialist |
| Position Type: | Part-time 10 hrs/week, Some Weekend Availability | Salary: | Volunteer: N/A |

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice. We are seeking an organized, self-motivated individual to serve as a volunteer in our Client Choice Food Pantry and aid in conducting CalFresh Outreach.

NOTE: Not all unique aspects of the job are covered by this job description

Volunteer Job Description:

Catholic Charities Yolo-Solano (CCYS) is seeking a part-time Food Access Volunteer at our Vallejo office. This position supports CCYS's mission by assisting our clients and providing food to fulfill basic human needs and provide support towards food security. The part-time Food Access Volunteer is responsible for supporting the day-to-day operations of our Client Choice Food Pantry (CCFP) and providing aid during the Mobile Food Distributions and CalFresh Outreach. This includes helping clients navigate through the CCFP, collecting client data such as name, household size, phone number, and needs, etc., The Food Access Volunteer will monitor CCFP inventory and conduct a restock when necessary to ensure all clients have access to a variety of different food items and many more.

The Food Access Volunteer will work closely with the Food and Nutrition team to strengthen the food pantry program and CalFresh Outreach needs. This position reports to the Lead Food Access Specialist

Core Duties

- Aid in day-to-day operations of the CCFP
- Is fully versed in Food Bank and CCYS Policies and procedures for the CCFP
- Monitor Food Pantry inventory and keep shelves stocked

- Maintain proper food safety and sanitation conditions, clean the food pantry daily and monthly, and clean the refrigerator and freezer units monthly. Ensure Leah's Pantry Certification.
- Complete intake of all food pantry beneficiaries.
- Engaging with clients regularly to gain feedback and improve the pantry experience through excellent customer service.
- Participate in community outreach events to promote CalFresh and other food programs.

Core Competencies

- Demonstrate a fundamental respect for the dignity of others and exemplifies CCYS core values.
- Is organized, efficient, and effective; sets goals for work tasks: Identifies priority issues; meets productivity standards.
- Provide exemplary customer service to both external and internal clients.
- Protects the confidentiality and information/documentation obtained by nature of work.
- Demonstrates a commitment to learning and improvements; Pursue activities to enhance personal and professional growth for self and others.
- Able to safely lift up to 50 lbs.

Qualities/Skills

- Excellent written and oral communication and presentation skills.
- The ability to perform heavy physical labor with exposure to climate and temperature changes
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Google Sheets, Google Docs, Microsoft Excel
- Valid CA Driver's License
- Bilingual (Spanish or Tagalog) preferred.
- Demonstrate high ethical work standards.
- Demonstrate respect and care for all clients.

Employee/Volunteer Signature

Date

Lead Volunteer Coordinator

Date