



# HeartWorks

PO Box 365 Bayboro, NC 28560

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## Volunteer Job Description/Request Form

Service Area: **Food Lion Food Donation Program**

Location: **Pick up food at Food Lion and sort at HeartWorks**

Service Area Staff Contact: **Georgina Howard**

All Volunteer Contact: Whitney Wallace (745-9703), [wwallace@heartworksonline.org](mailto:wwallace@heartworksonline.org)

Phone Number: **745-9703**

Hours Needed: **2 hours per day-9:30am-11:30am**

Days Needed: **Monday, Thursday, Friday, Saturday Sunday**

Number of Volunteers Needed: **3-4 per day**

Volunteer Job Function:

- **Pick up donated food from Food Lion**
- **Bring food back to HeartWorks facility**
- **Sort food**
- **Record amounts of food donated**
- **Put food away in appropriate locations**
- **Contact families to let them know that food is available for pick up**
- **Prepare boxes/bags of food for families**
- **Occasional delivery of food to families**

Physical Requirements: **Ability to lift boxes of food into and out of car (some assistance might be available)**

Special Qualifications: **Volunteer must be able to complete work on a consistent basis as well as be able to maintain confidentiality when dealing with families who are receiving food.**

Other Information: **If picking up food must have space within car for several boxes of food.**