



Volunteer Position Description Distribution Assistant

Purpose of Position

To accurately and efficiently pack, sort, and organize client meal bags; prepare meal bags for delivery.

Supervisor

Distribution Staff, Southern Colorado Volunteer Coordinator

Responsibilities

- Accurately pack meal trays belonging to specific diet groups into corresponding meal bags
- Sort meal bags into appropriate satellite groups
- Organize meal bags based on route and check route sheets against meal bags for accuracy
- Assist meal delivery drivers in picking up and loading meal bags into vehicles
- Follow all directions of supervisors
- Respect and maintain all aspects of client confidentiality
- Respect and maintain appropriate boundaries with clients, staff, and volunteers
- Honor the diversity of Project Angel Heart's clients, staff, and volunteers

Qualifications

- Age 13+ with guardian, 16+ without guardian
- Completion of volunteer orientation and paperwork
- Completion of training specific to this position
- Knowledgeable or willing to learn about Project Angel Heart, especially diet groupings and meal distribution processes
- Ability to lift 25lbs and push racks up to 50lbs
- Organization and attention to detail

Work Environment/Physical Activities

The work environment is a kitchen/warehouse setting, including an industrial sized freezer. Frequent lifting up to 25lbs.

Dress Code

A professional image must be maintained to instill confidence about our organization in the minds of our staff, clients, donors and volunteers. We allow jeans, capris, cargo pants, and shorts, but volunteers may not wear flip-flops, ripped, torn, or revealing clothing at any point while volunteering.

Schedule

Denver: Thursday 10:00am-2:00pm, Friday 9:30am-11:30am, Saturday 8:00am-1:00pm, Monday 9:00am-10:00am

Colorado Springs: Saturday 8:00-10:30am.

Pueblo: Saturday 8:00-9:00am.

Commitment

Six months minimum.