



## **Volunteer Position Description**

**Position Title:** Store Helper

**Purpose:** The position of Store Helper serves to guide customers through the store at the Bemidji Community Food Shelf. They make sure the shelves are stocked and customers receive the needed food.

**Key Responsibilities:**

- Ensure shelves are stocked with product (throughout the day)
- Greets customers and accompany them through the store
- Explain the quantities of food they can select
- Restock shelves/ clean the store (afternoon shift)
- Other duties as assigned

**Responsible to:** Debbie Johnson, Volunteer Coordinator at Bemidji Community Food Shelf

**Time Commitment:** The Food Shelf is open Monday, Wednesday, and Friday from 10am- 3pm. Volunteers serve either from 9:00am-12:15pm or 12pm-3pm shift. The number of times volunteer wishes to serve a month is up to them.

**Useful Skills:** Pleasant manner, patience, good people skills, comfortable being on their feet the whole time, bending and lifting

**Support:** Other volunteers serving in this role are extremely knowledgeable and useful when questions arise. Typically the Food Shelf Volunteer Coordinator will be on site for assistance as well.

**Dress Code:** Casual

**Activity Level:** Store helpers should be comfortable on their feet for their entire shift. Light bending and lifting is also sometimes required.

**How to Apply/ Contact Information:** To sign up to volunteer as a store helper, please contact Debbie Johnson, Volunteer Coordinator at 218-444-6580 or [bcfsvolunteer@gmail.com](mailto:bcfsvolunteer@gmail.com).