**Volunteer Position Description**

**Position Title**: Interviewer

**Purpose**: The position of Interviewer collects allowed customer data. Confirm customers data is accurate. Provides the correct shopping list for food distribution.

**Key** **Responsibilities**:

* **New Client**: Enter the following data: Head of Household name and address, number of children, adults, seniors in household. No documentation proof required.
* **Returning** **Client;** Confirm existing data is still accurate.
* Commodity Supplemental Food Program (CSFP). Assist in completing application for qualified clients that meet age and income requirements.

**Time** **Commitment**: Monday, Wednesday and Friday.

Shifts; 9:30am to12:30 and /or 12:30 to 3:30pm.

**Skills**: Basic knowledge of computers. Able to provide accurate data entry,

**Dress** **Code**: Casual

**How to Apply/ Contact Information**: contact5 Volunteer Coordinator at [bcfsvolunteer@gmail.com](mailto:bcfsvolunteer@gmail.com) or 218-441-7391.