



**LUSSIER COMMUNITY EDUCATION CENTER**  
building community. creating opportunities. enriching education.

## **ABOUT THE LCEC**

Our mission at the Lussier Community Education Center is to build community, create opportunities, and enrich education. At the LCEC, we envision drawing in generations of community members from all walks of life to take care of one another and create a more just, healthy, and vibrant community.

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## **FOOD DONATION PICK UP VOLUNTEER**

### **POSITION SUMMARY:**

Join the Food Pantry Team & pick up the food donations from our partner Whole Foods. In this role, volunteer is asked to use own vehicle to transport donations.

### **HOURS:**

2-4 hours/week, (time dependent on number of shifts per week)

*Tuesdays 11:45 PM – 1:00 PM and/or Fridays 11:45PM – 1:00 PM*

### **DUTIES & RESPONSIBILITIES:**

1. Drive to LCEC to pick up the collapsible milk crates that the food will be placed in.
2. Drive to Whole Foods on University Ave (4710 Madison Yards Way, Madison, WI 53705).
3. Pull into the “Loading Only” Dock (on University Ave).
4. Head up the ramp to the back door and ring the doorbell. A staff member will let you in. Then, staff members will begin pushing carts of food out.
5. You and other volunteers will push the food carts to your car, unload the food into the milk crates, and place milk crates in your car.
6. Drive back to LCEC to unload. Donations are weighed and placed on tables in LCEC Commons.
- 7.

### **DESIRED QUALIFICATIONS**

1. Work requires lifting and loading vehicles. Weight of bins can be more or less, dependent on how volunteers pack them.

2. Understanding and appreciation of socio-economically, ethnically, and culturally diverse populations.
3. Ability to work independently with minimal supervision.

**REPORTS TO:** Community Engagement Manager

**APPLICATION PROCESS:**

Submit a Volunteer Application & complete informal interview, have a background check on file, complete volunteer training. Timeline for process dependent on timeliness of submission.