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.

FOOD PANTRY SORTING VOLUNTEER

POSITION SUMMARY:

Join the Food Pantry Team & prepare our pantry for shoppers. In this role, volunteers sort the food donations that are delivered to the LCEC each Tuesday and Friday.

HOURS:

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

Tuesdays 1:00 PM – 3:00 PM and/or Fridays 1:00 PM – 3:00 PM

DUTIES & RESPONSIBILITIES:

1. Set up donation acceptance space with tables.
2. Meet the donation pick-up volunteer team outside the LCEC at 1:00 PM to help unload the donations using wheeled carts.
3. As donations come inside, weigh the product, enter into database, and sort into categories on tables.
4. Sort food:
    1. Sort dry items onto categorized shelves in Pantry or Grab-and-Go refrigerator.
    2. Sort bread and bakery items into bags of assorted kinds and close with twist ties.
    3. Sort produce into same category bins. Place produce that needs to be kept cool in fridge.
    4. Repackage food items that came from salad bar into plastic shell containers. Label with the name, allergens, and expiration date.
5. After all food has been sorted, spray down bins and tables with sanitizer. Put tables away.

DESIRED QUALIFICATIONS

1. Understanding and appreciation of socio-economically, ethnically, and culturally diverse populations.
2. 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.