Pantry Template

Training Volunteers

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| --- | --- | --- |
| Volunteer Positions | *Example* Description of Responsibilities | How To Implement Training |
| Front  Desk | Greet families and check clients in, fill out eligibility forms, inspect identification, file forms, assign numbers to waiting families, schedule appointments |  |
| Shelf Stocker | Help unload truck or pallets, moving product from stock area to shelves and coolers, organizing the storage area, keep storage area and pantry clean |  |
| Shopping Assistant | Escort families through the pantry while helping them make selections of various food items, enforce compliance of the amount of food received for household size, may need to load carts and help elderly/disabled clients to vehicle |  |
| Box  Packer | Fill emergency boxes with non-perishable items in specified quantities, assist shelf stocking team when needed, help keep stock area and pantry area clean |  |

Pantry Template

Volunteer Code of Conduct

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| --- | --- |
| **Our Policies:** | **How we address violations:** |
| ***Example:***  Adhere to family size distribution guidelines. | Volunteer will be reminded of guidelines; further action will result in a transfer from shopping assistant to an alternate position. |
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Questions to Consider:

* Do you have set practices or policies in place that address missed volunteer shifts?
* Is there a dress code (must wear nametags, or closed toe shoes)?
* When are rest breaks?
* What are the stipulations for volunteers shopping at the panty (should they be accompanied)?
* Can volunteers be terminated? If so what is the dismissal procedure?

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Tracking Volunteer Hours

**You may need to make your tracking chart more specific**. Larger organizations with a lot of volunteers may need a more sophisticated database to track hours; some online resources such as *Volunteer Hub* have a service to help you do just that.

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| --- | --- | --- | --- | --- | --- |
| Volunteer Name | Week  1 | Week  2 | Week  3 | Week  4 | Total Hours For January  2013 |
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| Total Volunteer Hours |  |  |  |  |  |