



Volunteer Position Description

FACETS

Location	Main office, 10640 Page Ave, Suite 300 Fairfax, Virginia 22030
Position Title	Pantry Volunteer
Purpose	Assist in ensuring FACETS' emergency pantry remains organized, items are easily accessible and the need for additional items is communicated.
Key Responsibilities	<ul style="list-style-type: none"> • Ensure all non-perishable food, hygiene products, and household donations that enter the office are sorted and placed in proper location. • Assist with transporting donations from various storage units to pantry (sort as necessary). • Assist in providing organizational techniques to make the pantry functional. • Update expiration dates on all non-perishable food and dispose of any expired food items. • Ensure Development Coordinator is aware of items that need to be restocked.
Time Commitment	At least two days a week (Monday – Friday between the hours of 9:00AM – 5:00PM) for the duration of a semester.
Supervisor	Development Coordinator
Qualifications	<ul style="list-style-type: none"> • Dependable • Strong communication and organizational skills • Ability to lift at least 10 pounds • Ability to serve 2 days a week for a semester
Training	Will be provided
Appointed by	Volunteer Manager, Development Coordinator