

Volunteer Opportunities

Volunteers of all ages are welcome to volunteer at the Pantry. Individuals under the age of 13 MUST be accompanied by a parent or guardian, and must complete a parental consent form. Individuals 14-17 years of age may be onsite without a guardian, but must complete and return a parental consent form. Applicants must be submitted and screened, and a volunteer orientation is required. Current opportunities are listed below, followed by descriptions.

If you are interested in any of these opportunities, please complete the online application. If you would like any additional information, please contact Kim Zehner, Administrative Coordinator at 920-651-9960 or kim@oacptoday.org.

Mondays:

Registration	3PM-5PM & 5PM-7PM
Checkout	3PM-5PM & 5PM-7PM
Kid's Corner	3PM-5PM & 5PM-7PM
Stocking/Sorting	3PM-5PM & 5PM-7PM
Truck Driver	7:30AM-9:00AM

Tuesdays:

Registration	9:30AM-12:30PM & 12:30-3:00PM
Checkout	9:30AM-12:30PM & 12:30-3:00PM
Kid's Corner	9:30AM-12:30PM & 12:30-3:00PM
Stocking/Sorting	9:30AM-12:30PM & 12:30-3:00PM
Truck Driver	7:30AM-10:30AM

Wednesdays:

Registration	9:30AM-12:30PM & 12:30-3:00PM
Checkout	9:30AM-12:30PM & 12:30-3:00PM
Kid's Corner	9:30AM-12:30PM & 12:30-3:00PM
Stocking/Sorting	9:30AM-12:30PM & 12:30-3:00PM
Truck Driver	7:30AM-9:00AM

Thursdays:

Registration	9:30AM-12:30PM & 12:30-3:00PM
Checkout	9:30AM-12:30PM & 12:30-3:00PM
Kid's Corner	9:30AM-12:30PM & 12:30-3:00PM
Stocking/Sorting	9:30AM-12:30PM & 12:30-3:00PM
Truck Driver	7:30AM-10:30AM

Pack Backpacks 9:30AM-12:30PM (During school year)

Saturdays:

Registration	8:45AM-12:45PM
Checkout	8:45AM-12:45PM
Kid's Corner	8:45AM-12:45PM
Stocking/Sorting	8:45AM-12:45PM
Truck Driver	10:30AM-12:30PM

Position Descriptions:

Note: There may not be current availability for ALL jobs.

Carts: Responsible for providing customers with carts so they can transfer groceries from one cart to another to eliminate waiting period at registration. Insure that none of the Pantry carts are brought outside and return any that are displaced. Assist any customers that need help loading their groceries and/or bringing groceries to their vehicle. Must be able to stand, walk, lift, push, and pull.

Checkout: Assist customers with counting items in their cart to make sure they have met their points. Place their carts on the scale and record weight. Calculate their total cost savings by shopping with us and hand them their savings receipt. Must be able to do simple calculations, stand, lift, push, and pull.

Cleaning/Maintenance: Responsible for cleaning and maintaining overall cleanliness of the Pantry. This includes wiping down surfaces and sanitizing, emptying garbage, sweeping, moping, vacuuming, etc. Must be able to stand, walk, lift, push, and pull.

Data Entry/Clerical: Enter volunteer hours into database and review customer checkout slips that have been entered into our database. Must have good computer skills and be able to follow instructions.

Driver: Drive the Oshkosh Area Community Pantry truck(s) and pick up food donations from stores, the Oshkosh Farmers Market, and Omro Feeding America site. Routes are all located in the Oshkosh and Omro area. Must be able to load and unload the truck, and collect necessary paperwork. Must have a valid driver's license, pass a background check, and be added to insurance prior to driving. No special qualifications needed for driving the small truck. Past driving experience is needed to drive the freightliner. Must be able to stand, walk, lift, pull, push, and drive. This person should enjoy working with the public as contacts are made at each stop.

Kid's Corner: Assist children ages 3-15 during their shop and educate each child about the topic of the month. Check in each child by asking questions prompted by our system and record the

weight of their bag. Must be enjoy working with children, have good computer skills, stand, walk, and lift.

Pack Backpacks: Count out appropriate number of bags and prepare bins for each school. Follow the packing list and pack appropriate items and quantities for our Backpack Program. Must be able to stand, walk, lift, push, and pull.

Pack Home Delivery Boxes: On the last Friday of each month Home Delivery boxes will be packed and delivered to homebound customers. Gather the items each customer requested on their menu and pack the items accordingly. Must be able to stand, walk, lift, push, and pull.

Registration: Greet customers as they arrive, check in existing customers, and interview new customers using our database. This person should enjoy working directly with our customers, have good computer skills, and should be able to follow program guidelines.

Sorter: Assess donation pallets and sort items into appropriate sorting bins so they can be stocked onto the shelves. Determine whether the items are considered good or bad and if they can be used on our shelves. Must be able to stand, walk, lift, pull, and push.

Stocker: Remove items from sorting bins as needed to keep shelves stocked. Insure that there is a variety for customers to choose from. Stock in appropriate aisles and keep neat and organized for customers to shop from.