

# FOOD PANTRY

Located on our church property, 571 Adams Blvd. Boulder City,  
NV 89005

## Available positions:

**Organizer** - This volunteer position requires approximately 4 hours of work each week - 2 hours (2-4pm) on Mondays and Fridays. Every Monday and Friday a volunteer picks up food from four different locations in Henderson and Las Vegas. The position of organizer is responsible for the unpacking and organizing of those food items when they return from pickups. Minor heavy lifting required if boxes are stacked or need to be moved around the pantry. Frozen foods must be placed in freezers, produce and dairy in refrigerators, fruits and vegetables sorted in crates on tables, and canned goods stored in the dry food closet.

**Stock shelves** - This volunteer position requires approximately 2 hours of work each week - 1 hour each anytime before 6pm on Tuesdays and Thursdays. Every Tuesday from 6pm to 7pm and Sunday from 11:30am-12:30pm CCC's Pantry is open so the local community in need may visit the pantry for food items. Shelves must be replenished with dried and canned goods. Freezer meat must be moved forward from chest freezers in the back to the easy access freezers in the front. Monday nights CCC's food pantry picks up bread from Panera and that bread will need to be sorted into the plastic bins in the food pantry. Because of the nature of the quick stop shop model and the limited space available at the pantry, greater organization equates to a more efficient experience for both distributors and clients.

**Distributor (in house)** - This volunteer position requires approximately 2 hours of work each week - 1 hour each from 6pm to 7pm on Tuesdays and Thursdays. The position is designed to facilitate food distribution and maintain a semblance of order for our clients during open pantry hours. This position also requires tact and compassion as you are the face of the pantry for many of these clients going through a difficult time. The individuals distributing food must collect demographic information using the forms provided in the pantry. These forms provide us with the information we need to

apply for grants, estimate the food needs in Boulder City, and effectively shape and frame public policies that advocate for those in financial need.

**Advocates** - This volunteer position requires approximately 1-2 hours a week depending on the number of families each advocate is responsible for. The advocate is responsible for the delivery of food to families in need throughout Boulder City. Think “meals-on-wheels” on steroids. All advocates make their own schedule. We have advocates that deliver each day of the week based on what their work schedules allow and when clients are available to receive food at home. This position requires relationship building between the advocates and the clients. Our model of assistance is designed as temporary aid and often this requires that advocates aid clients and their families through decision making processes that will encourage them into a place of great self sufficiency. Seeking financial and/or food aid is an extremely humiliating experience for most individuals and requires a great deal of compassion and sensitivity on the part of our advocates.

**Food Pickups** - This is by far the most time intensive volunteer position requiring 10 hours a week. However, the position can be split between 2 people making it only 5 hours per person per week - 5 hours on Monday and 5 hours on Friday. This position requires visiting and picking up food from 3 locations in Henderson and Las Vegas. The pickup locations and times are as follows:

**11:00 am**

**1401 American Pacific Drive - Walmart**

Receiving door on south side of building. Ring bell, gather donations. Point of contact is Casey in the meat department.

**12:30 pm**

**7445 S. Eastern Ave. - Walmart**

Receiving door is on west side of building. Ring bell. Receiving will bring donations to you at door. Point of contact is Asmaa in receiving.

**9:00pm-10:00pm**

**9911 S. Eastern Ave. - Panera Bread**

Arrive shortly before closing and inform manager on duty that you are there to pick up donated bread.

**Volunteer coordinator** - This volunteer position is a POC position only. Life throws us the occasional curveball. We cannot plan for everything, however, we can have a contingency plan for emergencies. Operations at 34 Pantry require 24/7 monitoring. People do not cease to be hungry simply because it is a holiday or a volunteer is on vacation. The volunteer coordinator will be responsible for making sure that all tasks at the pantry are covered on a weekly basis. The volunteer coordinator will keep track of volunteer lists and will be responsible for calling backup volunteers when needed.

**Administrative** - This volunteer position requires 1 hour a week. The volunteer administrative role takes care of all paperwork associated with the food pantry. Each week the pantry must log the number of pounds of food salvaged with Three Square Food bank. This is done via a website with user-friendly pull down menus. This position is responsible for placing orders with Three Square on an as needed basis and also logging monthly statistical data on Three Square's Agency Express website. This position requires an Agency Express login and orientation training with Three Square.