

HEARTH

Volunteer Position Description

Title: Greater Pittsburgh Community Food Bank (GPCFB) Order Coordinator

Objective: To place orders for and schedule delivery of food items from the GPCFB for the Benedictine Place and PRIDE program participants.

Major Responsibilities:

1. Prior to placing orders, visit the HEARTH food pantry and talk to the Development Manager (DM) to determine what items are most needed.
2. Review GPCFB inventory and place an order with the GPCFB according to their procedure.
3. Coordinate delivery through GPCFB, North Hills Community Outreach, and our delivery volunteer.
4. Make confirmation calls the day prior to delivery.
5. Supply DM with a list of all of the items ordered and their costs.
6. Assist in the distribution of the items to program participants (if available).
7. Maintain the confidentiality of residents of Benedictine Place.

Qualifications:

1. Good “people” skills
2. Excellent organizational skills
3. Dependable, responsible, and mature
4. Ability to meet deadlines
5. Access to internet (in order to view GPCFB inventory)
6. Phone access (in order to place orders with GPCFB)
7. Knowledge of retail prices for food items and the ability to recognize a “good deal” from the food bank

Training:

1. Interview with HEARTH Communications and Community Outreach Manager and general orientation to HEARTH and the Benedictine Place program (half-hour to an hour).
2. An orientation to the position, including a tour of HEARTH's food pantry and relevant storage areas with DM (one hour).
3. Option of attending an orientation at the GPCFB located in Duquesne.

Time

Commitment: Approx. three hours per month or every other month (depends on amount of grant money we have to purchase food). Most of the responsibilities of the position can be completed off-site.

Supervision: There will be general supervision by the HEARTH Communications and Community Outreach Manager and direct supervision by the Development Manager (DM).

Evaluation: Volunteers will be evaluated yearly.

To volunteer, contact:

Vicky Gill
HEARTH Communications and Community Outreach Manager
412-939-2302 ext. 22
vlgill@hearth-bp.org

Volunteer's Signature

Date