



## VOLUNTEER OPPORTUNITIES

### Food Pantry Volunteer

**General Job Description:** A wonderful opportunity for you to help those in need living in the South Shore area by assisting customers and donors in our food pantry.

**Duties include:** Provide quality customer service to those needing our assistance; organize, sort and stock donated food items, including loading and unloading of vans, freezers and shelves; prepare food bags for distribution to clients according to the individual need of each client and client family

**Skills Needed:** Great customer service and communication skills; the ability to handle the stress of a labor intensive job; the ability to stand, walk, bend and lift; and the ability to uphold our standards of client confidentiality; prior experience working in a grocery store and knowledge of food pantry operations helpful, but not required.

**Hours:** Monday – Friday 9:30am – 12:30pm (a minimum of one 3-hr shift per week)

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### Food Pantry Inventory Volunteer

**General Job Description:** A wonderful opportunity for you to help those in need living in the South Shore area by assisting our Food Pantry Inventory Coordinator.

**Duties include:** Receive donations and assist our Food Pantry Inventory Coordinator with unloading our van filled with food from the Greater Boston Food Bank and local grocery stores; organize, sort and stock donated food items, including loading and unloading of vans, freezers and shelves; maintain orderliness and cleanliness of the pantry and waiting area

**Skills Needed:** Great communication skills and personable demeanor; must be able to stand, walk, bend and lift. Must be able to read and write English.

**Hours:** Monday - Friday 12:00 – 3:00pm (a minimum of one 3-hr shift per week)

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### Food Pantry Driver Assistant

**General Job Description:** A wonderful opportunity for you to help those in need living in the South Shore area by assisting our Food Pantry Inventory Coordinator.

**Duties include:** Receive donations and assist our Food Pantry Inventory Coordinator with unloading our van filled with food from the Greater Boston Food Bank and local grocery stores; organize, sort and stock donated food items, including loading and unloading of vans, freezers and shelves; maintain orderliness and cleanliness of the pantry and waiting area

**Skills Needed:** Great communication skills and personable demeanor; must be able to stand, walk, bend and lift. Must be able to read and write English.

**Hours:** Monday, Wednesday, Friday 9:00am – 12:00pm; Tuesday and Thursday 7:30 – 11:00am (a minimum of one 3-4 hr shift per week)

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### Front Desk Reception Volunteer

**General Job Description:** A wonderful opportunity for you to help those in need living in the South Shore area by providing front desk reception to greet clients and donors.

**Duties Include:** Check-in current clients; register new clients; answer the phone; receive donations and ensure that donation receipts are completed; and assist with light administrative tasks, such as mailings.

**Skills Needed:** Great customer services and communication skills; prior experience working at an office reception desk is helpful, but not required; the ability to uphold our standards of client confidentiality; familiarity with a computer is a must.

**Hours:** Monday – Friday 9:30am – 12:30pm / 12:30 – 3:30pm (a minimum of one 3-hr shift per week)

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### Thrift Shop Volunteer

**General Job Description:** A wonderful opportunity for you to help those in need living in the South Shore area by assisting customers and donors in our thrift shop. Our Thrift Shop is 100% operated by volunteers with all proceeds going to support our programs.

**Duties include:** Provide quality customer service by answering customer questions about the thrift store and the products; complete sales transactions; receive donations being dropped off and ensure that donor receipts are completed accurately; assist the Thrift Shop Manager with stocking, merchandising, pricing, cleaning and inventory as needed

**Skills Needed:** Great customer service and communication skills; must be able to stand, walk, bend and lift; prior experience working in a retail setting and knowledge of second-hand or thrift store operations helpful, but not required; the ability to uphold our standards of client confidentiality.

**Hours:** Monday, Wednesday, Thursday, Friday - 12:30 – 3:30pm; Tuesday – 12:30 – 7:00pm (a minimum of one 3-hr shift per week)

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**All Volunteer Opportunities are located at:** Interfaith Social Services, 105 Adams St. in Quincy, MA

**Interested volunteers contact:** Paula Daniels, Director of Development (617) 773-6203 x28; [pdaniels@interfaithsocialservices.org](mailto:pdaniels@interfaithsocialservices.org)