



Volunteer Description: Avalon Food Pantry

Avalon Housing is a non-profit supportive housing provider created in 1992 as a long-term solution to homelessness. Avalon owns and operates apartments at sites in Washtenaw County, manages rent vouchers with private landlords, and partners with the Ann Arbor Housing Commission to provide housing alternatives for formerly homeless adults and families throughout Washtenaw County.

Providing access to food is a rewarding activity! We are looking for volunteers to work at Avalon's **Carrot Way food pantries on Mondays from 8:30 am to 12:30 pm** and at our **Pauline pantry on Thursdays from 9 am to 12:30 pm**. Avalon volunteers will work with the Community Building team and Avalon's tenant group on all aspects of running the pantry, including set up, food pick up and clean up.

Pantry Volunteer Responsibilities

Set up

- Update weekly temperature logs for fridges and freezers
- Prep bags (open and double bag) for pick-ups and deliveries
- Sort and toss outdated or spoiled food from last week
- Bringing out any food for pantry from fridge/freezer
- Help unload Food Gatherers delivery from pallets
- Set up and display food in designated shopping area

Food Distribution/Pickup (each volunteer will be assigned a role from this list)

- Monitor pick up line (maintaining social distancing)
- Run bags for pick up orders
- Enter clients into database (Link2Feed)
- Assisting support coordinators to load deliveries into their vehicles

Clean up

- Put any extra food away—on shelves, into the fridge or freezer

Updated 7/16/21

- Wipe down tables, kitchen counters
- Break down boxes and take them to the recycle
- Take out trash and replace liners
- Sweep and mop floors
- Clean and restock bathrooms

Desired Skills and Abilities

- Ability to effectively work with diverse populations in a non-judgmental way
- Ability to work as part of a team
- Must possess a highly positive and enthusiastic attitude and strong commitment toward helping those in need
- Minimum **six month commitment** preferred

Physical Demands

Volunteers may need to lift and carry items weighing up to 50 pounds.

Avalon Housing is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Avalon also encourages those with criminal histories to apply. Avalon doesn't request information about criminal histories unless and until an offer of employment is extended. Avalon may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.