

Bridge Food Center

Job: Store Volunteer

The Bridge Food Center is a volunteer run grocery store helping the ALICE (Asset Limited, Income Constrained, Employed) population. Several volunteers are needed each day that the Bridge is open to serve customers.

Description: Check-in, cashiers, front-end, general volunteers and cleaning are the roles available each day that the Bridge is open (see hours below). A supervisor is on site each day in addition to the roles described below:

Check-in:

The volunteer will greet and welcome all customers as they enter the Bridge and let them know of any specials. Customers need to be checked in using a simple computer program. If the customer is new, the volunteer will explain about the Bridge and then add the customer to the computer program and give them a barcode tag for future check-ins. This volunteer will answer the Bridge phone and answer questions or seek out a supervisor. Other tasks can be performed if check-in is slow.

Cashier:

Volunteers must be 18 years old to be a cashier. The Bridge uses Square for inventory and sales. All items are to be scanned and bagged and then money collected (cash, credit or debit cards, gift cards from the Bridge or a combination of these) from customer and placed in cash drawer. Receipt is given to customer and based on the amount of the sale, let the customer know how many bonus items they get to choose. Repeat for each customer.

Front-end:

Volunteers will assist customers after they check out with the produce, bread and bonus items. This helps customers to know what they receive after their purchase to it helps keep the flow organized. These volunteers may help bag groceries, if needed, and assist customers to their cars and bring back carts into the store.

General:

This role requires a lot of flexibility based on the needs of the day at the Bridge. Some of the activities include: straightening and stocking shelves, stocking refrigerators and freezers and produce, always checking expiration dates and putting away inventory on back shelves. Cleaning activities such as taking out trash, breaking down cardboard, etc. are part of this role.

Number of volunteers per shift:

- 1 check-in
- 2 cashiers
- 2 front-end
- 4 general

Time Commitment:

- 3 hour shifts on Tuesdays and Wednesdays (11:45-3:00 or 2:45-6:00)
- 3 ½ hour shifts on Thursdays (11:45-3:30 or 3:15-7:00)
- 2 hour shifts on Saturdays (9:45-Noon or 11:45-2:00)

Frequency:

- Flexible

Requirements:

- 1) Reliable transportation
- 2) Able to sign-up on the schedule using a phone or computer (The Bridge uses Sign-up for scheduling)
- 3) General volunteers must be able to lift 15-20lbs
- 4) Cashiers must be 18 years of age
- 5) Check-in, front-end and general volunteers must be 15 years of age to volunteer by themselves. See Volunteer Age Requirements exceptions.
- 6) Must be able to stand for the majority of the shift