

# 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, 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 card for future check-ins. This volunteer will answer the Bridge phone and answer questions or seek out a supervisor - also will be responsible for wiping down carts as they come back into the store. They may also help bag groceries or help customers with the bonus section and free section of bread and produce when not busy at the check-in desk.

### 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.

### 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 and putting away inventory on back shelves, bagging groceries, taking customers out to their cars and bringing carts back.

### Cleaning:

There are some activities that need to be completed daily such as taking out trash and cardboard and vacuuming floors. Other cleaning activities may include defrosting freezers, wiping out refrigerators, cleaning windows and glass doors, bathrooms, wiping down shelves and other misc projects. Cleaning supplies are provided.

### Number of volunteers needed per shift:

- 1 person for check-in
- 2 cashiers
- 3 general
- 1 cleaning\*

### 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)
- \*Cleaning shifts are on Tuesdays, Wednesdays, Thursdays from 4:00-6:00.

### Frequency:

- Flexible

### Requirements:

- 1) Reliable transportation
- 2) Able to sign-up on the schedule using a phone or computer (The Bridge uses Sign-up Genius for scheduling)
- 3) General volunteers must be able to lift 15-20lbs
- 4) Cashiers must be 18 years of age
- 5) Check-in and general volunteers must be 17 years of age; exceptions may be made in advance by talking with a supervisor
- 6) Must be able to stand on your feet for the majority of the shift