

Bridge Food Center

Job: Milk Inventory & Delivery

In order for the Bridge Food Center to offer milk to its customers, milk is purchased locally and delivered to the Bridge.

Description: The volunteer will check current milk inventory using the Square application on their phone on Monday to determine how much milk will need to be purchased or check actual inventory at the Bridge. The volunteer will drive to a local grocery store (typically Kroger) and purchase the needed gallons of milk using their personal credit card and then deliver the milk to the Bridge Food Center and place milk in the refrigerator. The volunteer will add the amount of milk purchased to inventory using the Square application on their phone or using the Bridge IPAD or laptop computer located at the store. The receipt will be placed in the designated folder at the Bridge with a completed form for reimbursement.

Same activity will be repeated 2-3 times a week to ensure that there is enough milk for each day the Bridge is open:

Tuesdays, Wednesdays Noon-6:00pm

Thursdays Noon-7:00pm

Saturdays 10:00am-2:00pm

Number of People Needed:

- 1 person or team of 2 for back-up

Time Commitment:

- 1 ½ hours each trip

Frequency:

- Mondays (anytime); Tuesday, Wednesday Thursday

Requirements:

- 1) Reliable transportation
- 2) Must be able to lift 8 lbs (a gallon of milk) multiple times and push a cart full of milk

- 3) Able to pay for milk using personal credit card
- 4) Able to complete required form for reimbursement and include receipts.
Reimbursement will be made in the form of a check within 2 weeks of receipts being turned in.