



ICS Volunteer Job Description Check-In Runner

Job Title: Check-In Runner, reports to Food Bank Coordinator

Program: NW Food Bank

The ICS NW Food Bank is an essential need for hundreds of families in our community, especially at this time. We are practicing the CDC guidelines for safe social distancing by directly loading food into clients cars when they drive up. Clients will not leave their cars and will not enter the food bank building.

Job Description:

Support the Food Bank by interacting directly with recipients at their vehicles, or in person if they walked up (from the bus for example), and running important identification information to and from the check-in volunteers. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

For each vehicle that arrives:

- Collect recipient's ID
- Deliver ID into the Food Bank Check-In desk volunteers who will record client information and provide a ticket for the vehicle
- Take a ticket back out and place it on the car window (these tickets indicate the number of people in the family and how much food to give out)
- Return ID to appropriate vehicle
- Follow a similar process for anyone who walked up and is not in a vehicle

Volunteer Qualifications:

- Friendly, welcoming, and cooperative attitude
- Ability to move from between vehicles and indoor food bank check-in table for each recipient served
- Ability to speak Spanish a plus

Location: ICS NW Food Bank – 2820 W Ina Rd, Tucson, AZ 85741

Time Commitment: Time slots available Monday - Saturday, 7:45am - 11:00am