



## **ICS Volunteer Job Description Donation Receiving Volunteer**

**Job Title:** Donation Receiving Volunteer, reports to Food Bank Coordinator

**Program:** Northwest (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 after food distribution by receiving donations. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

### **Job Details:**

- Receive donations after Food Bank closes
- Issue receipts
- Some packing and sorting

### **Volunteer Qualifications:**

- Attention to detail
- Friendly, cooperative attitude
- Ability to work with a team

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

**Time Commitment:** Time slots available Monday - Friday, 11:00am - 1:00pm or 1:00pm - 4:00pm