



ICS Volunteer Job Description Food Bank Client Intake

Job Title: Food Bank Client Intake, 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 completing information forms online for each client (training required). Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Sit indoors at the Check-In table
- Collect client information from the Check-In Runner
- Enter client's information into the computer system
- Provide appropriate ticket information for each client's vehicle

Volunteer Qualifications:

- Friendly, cooperative attitude
- Comfortable using technology and willingness to be trained to use the Food Bank's data entry system
- Pay attention to details
- Ability to speak Spanish a plus

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

Time Commitment: Time slots available Monday - Saturdays, 7:45am - 11:00am;
4:45 - 6:30pm on Tuesdays and Thursdays