



ICS Volunteer Job Description Link2Feed Data Input - Eastside

Job Title: Link2feed Data Input Volunteer

Program: Mobile Food Bank Truck

The ICS Mobile Food Bank fills an essential need for many in our community as it allows ICS to host food distributions at designated sites on the east, central and south sides of Tucson, Tuesday-Friday. This ability allows people in need to receive food closer to their own home. The **Link2Feed Data Input Volunteer** is part of the successful operations of the distribution team and reports to the Mobile Food Bank Driver at the Eastside Food Bank Hub. A current opening is for **Wednesday mornings**.

Job Description:

Work with the Mobile Food Bank Truck team at a distribution site to enter client information into the computer so clients can receive their monthly allotment. Using an ICS laptop, the Link2Feed Data Input Volunteer provides vital support for these food distributions. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Greet clients as they come to receive food and work with the team to create a welcoming atmosphere
- Use the ICS-provided laptop to enter requested client information into the Link2feed system
- Work is outside on a shaded table.
- Accompany the Mobile Food Bank Truck to designated distribution site
- Distributions are in the mornings, Tuesday – Friday
- Safe social distancing is encouraged as per CDC guidelines for safety. Masks are optional. Protective gloves are requested
- Dress appropriate for the weather
- Volunteers are encouraged to bring a can of food when they come for their shift
- Any accompanying children under 18 must stay with their responsible adult.

Volunteer Qualifications:

- Friendly attitude and ability to be part of a team
- Ability to enter data into computer accurately
- Ability to lift 10 to 15 pounds

Location:

Mobile Food Bank Hub is at New Spirit Lutheran Church - 8701 E. Old Spanish Trail. Each distribution is at a specific location. Ride in or with the truck to the distribution site

Time Commitment:

Current need: **Wednesdays from 9:00 am to 12:30 pm** at New Spirit Lutheran. Other shifts during the week such as Tuesdays, Thursdays or Fridays may also be available on an as-needed basis and with advance notice.