



BackPack Specialist Volunteer

Time Commitment: Wednesdays
11:30am-1pm

Location: Great Plains Food Bank
1720 3rd Ave N
Fargo, ND 58102

Reports to: JoAnn Matthews
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(701) 476-9102

Position Overview

Every year, the Great Plains Food Bank's Cass Clay BackPack Program helps to feed nearly 1,300 children in the Fargo-Moorhead area on a weekly basis. We need a few reliable volunteers to help organize backpack food bags for distribution to area schools every week during the regular school year and some weeks during the summer.

Job Duties:

- Analyze spreadsheet information for each school delivery
- Place empty plastic totes on pallets according to designated school
- Place backpack bags in each tote with systematic standard
- Lid & label totes according to menu items inside
- Label pallets according to school delivery
- Accurately track volunteer hours on a daily basis
- Monitor and clean interior of plastic totes as needed
- Keep volunteer work area clean and orderly

Qualifications:

- Must be 18 or older
- Must pass a Criminal History screening
- Must pass a Child Abuse & Neglect screening
- Must pass a Driving Record screening

Required Knowledge, Skills, & Abilities:

- Excellent interpersonal communication skills
- Ample leadership skills
- Exceptional organization skills
- Knowledge of food safety standards
- Knowledge of federal assistance programs
- Able to lift, bend & stoop for extended period
- Able to lift up to 30 pounds