



Volunteer Positions Descriptions

Revised: 1/23/17

FISH needs 4 volunteers for each delivery day !! (One Caller, One Packer, Two Drivers)

Volunteers fill a position just once a month on a day of their choice. Most jobs take less than 3 hours. Delivery days are Mondays, Wednesdays, Fridays and occasional Saturdays.

Callers: 2-3 hours (8 a.m. to noon) per month. This can be done from home or place of your choice. Starting around 8:20 am on a delivery day, call in to the answering service to retrieve messages left that day. The limit of calls we respond to is 20. Call each client and ask a specified list of questions. Enter info into an Excel spreadsheet and email to the pantry or otherwise communicate with the packer of the day to transfer the information. Be available throughout the day by phone to answer any questions from the packer or the driver.

Packers: 3-4 hours per month. This job takes place at the Pantry on delivery days beginning in the morning (around 9am). Once you have the list of families for the day (from the caller), and have checked that they have not received a delivery in the last 30 days, pack bags of groceries according to our preset guidelines. You will have no more than 20 orders to pack. Divide the load so each driver will have an equal number of deliveries using a general east/west distinction. Restock the shelves, remove trash and recycle cardboard as needed. This is a great job for 2 or more people working together. Some preparation can be done earlier in the day or the night before.

Drivers: 2-3 hours per month. Must have own transportation. Usually the deliveries are packed and ready to go by 1 or 2pm. Each driver is asked to take up to 10 deliveries. Pick up the bags at the pantry any time after 1pm. (Some drivers don't start until after work at 6pm.) Organize the deliveries into a logical sequence, load them into your vehicle, and deliver to the door of each client. It helps to have a cell phone if you can't find an address. You may also ask client to meet you at the car to pick up the groceries. The job works well with a partner.

Shoppers: 5-10 hours per month. Must have own transportation and ability to shop at Costco and/or Sam's Club. Shoppers also purchase food from the Food Bank of Alaska. Shoppers are responsible for filling the pantry shelves for one week per month (covering 3-4 days of deliveries usually starting with a Wednesday). There is a pre-determined list of food items to buy. Shopping can be done at your leisure as long as the pantry is full and ready for packers at the start of your assigned week. Shoppers are also responsible for having any bulk items (rice, oatmeal, powdered milk) repackaged into smaller quantities. Several volunteers help with this task. Shoppers turn in receipts to the FISH treasurer and are reimbursed, or you can ask for an advance and then turn in receipts and balance of advance.

Scheduler: 15-20 hours per month. This is a job for a dedicated volunteer who will organize the volunteers each month onto the calendar. This is done via e-mail and phone. This volunteer will need to be available as needed to handle scheduling changes and problems by telephone and e-mail.

For more information or to sign up, please contact: Raissa D'Antonio, email: rdantonio@mhinc.net or call H- 344-4521. You'll be glad you did!