

## **Upper Valley MEND POSITION DESCRIPTION**

**Position:** Volunteer  
**Location:** Community Cupboard (Sorting Center and Food Bank)  
**Reports to:** Community Cupboard Staff

Upper Valley MEND (Meeting Each Need with Dignity) is an independent, nonprofit service organization committed to affirming the worth and dignity of everyone we serve. We operate through a dedicated community of volunteers and staff, providing emergency family assistance and food bank services, affordable housing opportunities, health care services, and support for adults with developmental disabilities.

### **General Responsibilities:**

Under the direction of staff, volunteers are responsible for helping to ensure the successful operation of the Community Cupboard Sorting Center, where donations are received and processed for our second-hand store (Das Thrift Haus), as well as the food Bank. The Community Cupboard Food Bank is committed to ending hunger by providing residents of the Upper Wenatchee Valley with access to food and essential provisions. Donations of second hand goods are accepted at Community Cupboard sorting center, and are sold at Das Thrift Haus. Das Thrift Haus is dedicated to providing access to affordable clothing and household goods with the goal of raising funds to support the programs of Upper Valley MEND, including Community Cupboard. Volunteers are expected to learn the policies and procedures of both entities and lead by example when representing Upper Valley MEND.

### **Specific SORTING CENTER responsibilities (one or more during a shift depending on skills and interest):**

- Receive donations according to guidelines
- Ensure that donors receive a receipt and thank you for their donations
- Organize goods received into sorting areas
- Inspect goods for quality and condition and sort according to guidelines
- Clean or launder goods that are deemed of quality but not ready to be sold
- Pack or hang goods ready for Das Thrift Haus
- Assist with transportation of goods from Sorting Center to Das Thrift Haus
- Assist staff as needed

### **Specific FOOD BANK responsibilities (one or more during a shift depending on skills and interest):**

- Greet food bank shoppers as they enter and help to guide them through the shopping-style food bank as they make their food choices.
- Provide an atmosphere of dignity and respect for everyone.
- Check food bank shoppers in when they arrive at the food bank.
- Check food bank shoppers out of the food bank, including checking their points and ensuring they have selected food options within the appropriate limits.
- Help food bank shoppers out to their car, when necessary.
- Stock the food shelves and/or refrigerators and freezer.
- Help to manage and maintain the food bank inventory.
- Help to manage and maintain the customer point system, including both paper and electronic records.

### **Qualifications:**

- Eagerness to serve the community
- Willingness to work with people from diverse backgrounds
- Some heavy lifting