

FOSTER CLOSET ATTENDANT

WE ARE LOOKING FOR ATTENDANTS TO JOIN OUR VOLUNTEER TEAM AT
FOSTER PANTRY.

FOSTER PANTRY IS A VOLUNTEER RUN NON-PROFIT ORGANIZATION
THAT PROVIDES CLOTHING, SHOES, AND OTHER ESSENTIAL ITEMS TO
CHILDREN IN FOSTER CARE. ATTENDANTS WILL ASSIST BE RESPONSIBLE
FOR REQUEST FULFILLMENT, ASSISTING WITH PICK UP & DROP OFFS,
AND SORTING & ORGANIZING DONATIONS.

THIS IS AN UNPAID VOLUNTEER POSITION
MUST HAVE THE AVAILABILITY TO BE IN OFFICE AT LEAST 4 HOURS PER
WEEKLY OR BI-WEEKLY DURING THE HOURS OF
MONDAY-FRIDAY 9AM-5PM

RESPONSIBILITIES

- SORT, ORGANIZE, AND PUT AWAY DONATIONS
- OFFICE COVERAGE FOR PICKUPS AND DROP OFFS
- REQUEST FULLFILLMENT
- PROVIDE CAREGIVERS WITH RESOURCE INFORMATION
- PARTICIPATE IN OTHER SPECIAL PROJECTS AS NEEDED
- MAINTAIN THE HIGHEST LEVEL OF CONFIDENTIALITY

QUALIFICATIONS

- AT LEAST 18 YEARS OF AGE OR OLDER
- BACKGROUND CHECK WILL BE REQUIRED
- STRONG ORGANIZATIONAL AND TIME MANAGEMENT SKILLS
- ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM
- EXCELLENT CUSTOMER SERVICE SKILLS
- A PASSION FOR HELPING OTHERS



IF YOU ARE INTERESTED IN THIS VOLUNTEER OPPORTUNITY, SUBMIT AN
APPLICATION AT WWW.FOSTERPANTRY.ORG/JOINUS