



VOLUNTEER SERVICES

Bodega Tasks

On-site volunteer position at the MCI office
333 First Street, Suite D
Menasha, WI 54952

Email Maria Mason for more information or to sign up: maria.mason@ourmci.org

Inventory and organization:

- Receive and unpack food donations: Verify expiration dates, sort and categorize food items.
- Stock shelves and maintain pantry organization: Rotate stock to ensure older items are used first, keep shelves clean and labeled.
- Create food packages: Assemble pre-selected grocery bags or boxes based on client needs and dietary restrictions.

Client Services:

- Register clients and manage intake process: Collect basic information and assess family needs.
- Distribute basic needs items: Ensure clients receive their assigned package discreetly and respectfully.

General:

- Sanitation and safety: Maintain clean and sanitary conditions in the pantry, follow food safety guidelines.
- Inventory management and ordering: Monitor food levels and place orders for needed items.
- Fundraising and outreach: Help with fundraising events or community outreach activities.

Additional Tasks:

- Administrative tasks: Data entry, filing, photocopying, answering phones.
- Translation and interpretation: Assist clients who speak limited English.
- Assist with social media tasks: take pictures, take noteworthy quotes, and submit content suggestions.

- Attend volunteer training sessions: Learn about the organization's mission, client needs, and best practices for bodega operations.

Important Notes:

- Cultural Sensitivity: Remain mindful of and respect diverse cultural preferences and practices related to food and gardening.
- Communication and Teamwork: Collaborate effectively with other volunteers and community members.
- Flexibility and Adaptability: Be prepared to adjust tasks and responsibilities based on project needs and unforeseen circumstances.
- Passion and Enthusiasm: Share your passion for service, inspiring others to get involved and benefit from the project.
- Attend volunteer training sessions: Learn about the organization's mission, client needs, and best practices