



## The Pettengill House, Inc.

Children & Family Services

Nonprofit Social Service Agency

Phone: 978-463-8801 | [www.pettengillhouse.org](http://www.pettengillhouse.org)

## Volunteer Opportunities & Descriptions

Volunteer Position	Position Description & Requirements	Mon	Tue	Wed	Fri
Pantry Volunteer	<ul style="list-style-type: none"><li>✓ Each pantry shift team typically consists of 3-4 volunteers.</li><li>✓ <b>Each team needs at least 1 -2 people able to carry heavy bags/ boxes.</b></li><li>✓ Retrieve requested food items from pantry shelves and storage locations.</li><li>✓ Record total weight and number of bags distributed to guests.</li><li>✓ Carry bags to guest cars or outside.</li><li>✓ Restock pantry from basement storage and put on shelves as needed</li><li>✓ Check expiration dates and condition of donations and organize pantry shelves as time allows.</li></ul>		9:00am – 11:00am  11:00am – 1:00pm  1:00pm – 3:00pm  4:00pm – 6:00pm	9:00am – 11:00am  11:00am – 1:00pm	
Home Delivery Caller	<ul style="list-style-type: none"><li>✓ Call homebound pantry clients and take home delivery food order.</li><li>✓ <b>Must have good verbal communication skills and patience.</b></li><li>✓ No lifting required!!!</li></ul>		Flexible hours between 9:00am – 3:00pm (typically takes 1 – 2 hours to complete)		
Home Delivery Driver	<ul style="list-style-type: none"><li>✓ <b>Must have own car and drivers license</b></li><li>✓ <b>Must be able to carry bags and boxes of food (up to 30lbs) from car to client apartment (sometimes upstairs)</b></li><li>✓ Typically 2 delivery runs of 4-5 orders per driver / per shift = 2 hours</li></ul>			10:00am – 12:00pm  11:00am – 1:00pm	



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Truck Driver	<ul style="list-style-type: none"><li>✓ <b>Must be able to drive a box truck</b></li><li>✓ <b>Must have a DOT medical exam certificate</b></li><li>✓ <b>Must be able to carry heavy boxes (up to 50lbs)</b></li><li>✓ Driver will drive Greater Boston Food Bank order from the Seacoast Food Hub to Pettengill House (1 mile drive each way)</li></ul>				8:00am – 10:00am
Greater Boston Food Bank Delivery & Restocker	<ul style="list-style-type: none"><li>✓ Team typically consists of a <b>MINIMUM of 5 volunteers</b>. (more desired, it makes the work go faster and allows for more time to organize the pantry and basement inventory!)</li><li>✓ <b>Most team members must be able to carry boxes or other potentially heavier items from pallets in parking lot to basement or 1<sup>st</sup> floor pantry</b></li><li>✓ Check expiration dates and condition of donations using pantry shelf life guideline procedure and stock or store in appropriate location.</li><li>✓ Rotate stock items to ensure oldest products are to be first used by pantry volunteers.</li></ul>				8:00am – 10:00am



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Bread Rescue Programs	<ul style="list-style-type: none"><li>✓ Pickup bread and bakery donations from participating businesses. (Panera Bread, Andyman, When Pigs Fly, Fig Tree Kitchen, AnnaRosa's)</li><li>✓ <b>Some items need to be repackaged into single servings.</b></li><li>✓ Deliver to Salisbury Pantry Tuesday morning.</li></ul>	Times Vary by location	Deliver to pantry between 8:00am – 9:00am		