



**Volunteer Title:** Donation Sorter

**Department:** Philanthropy

**Time:** Between 9am-4pm, all shifts must be pre-scheduled

**Reports to:** Volunteer Coordinator, Program Services Staff

### Summary of Position

Sort donated non-perishable foods items in the agency's food pantry or clothing room by quality and relevance. Volunteers will organize donations in a store-like fashion so clients may shop for their needs with dignity. Donation sorting is reserved for groups only.

### Duties and Responsibilities of Position

- Arrive promptly and sign in on volunteer log.
- Store personal items (purses, coats) in an open locker or back room.
- Follow instruction from supervisor on duty regarding breaking down pallets of donations and proper arrangement.
- Examine donations, determine condition and seasonal appropriateness.
- Reorganize shelves as needed, maintain quality of goods by pulling outdated or damaged items from the floor.

### Skills & Attitude

- Respect all agency policies, including client confidentiality, standards of conduct, etc.
- Demonstrate understanding and empathy for the needs of clients.

### Dress Code

- Do not wear sleeveless shirts or apparel displaying offensive language and/or alcohol marketing or pants with holes.
- Do wear conservative length shorts or skirts and closed-toed shoes.

### Qualifications

- Ability to stand for an extended period of time and handle physical movement.
- Ability to see within normal parameters.

### Age Requirement Policy

- Minors must be at least 16 years old to volunteer independently.
- Minors 14-15 years old must be accompanied by an adult chaperone while volunteering.

### Scheduling & Additional Questions

St. Patrick Center Volunteer Services

[spcvolunteers@stpatrickcenter.org](mailto:spcvolunteers@stpatrickcenter.org)

314.802.0681

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