



Volunteer Title: Donation Sorter

Department: Program Services

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

Reports to: Development specialist, Program Services staff

Summary of Position

- Sorting donated non-perishable foods items in the agency's food cupboard 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. Food cupboard donation sorting is reserved for groups only.

Duties and Responsibilities of Position

- Arrive promptly, sign timesheet at front desk, and wear volunteer badge
- Store personal items (purses, coats) in an open locker or back room
- For food cupboard follow instruction from supervisor on duty in regards to breaking down pallets of donations and proper arrangement
- For clothing room, examine clothing donations, determine condition and seasonal appropriateness, arrange usable items on clothing room floor by type, store all other items in large boxes for transport to textile recycling facility.
- Reorganize shelves as needed, maintain quality of goods offer by pulling outdated or damaged items from the floor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

- No sleeveless shirts or apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear jeans or pants with holes. closed-toe shoes

Physical Requirements

- Ability to stand for an extended period of time, handle physical movement

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.

For scheduling a volunteer opportunity or additional questions, contact:

Samantha Decker | Development Specialist

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St. Patrick Center provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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