



Terre Haute Catholic Charities Foodbank Warehouse Volunteer

Identifying Information

Position Title: Foodbank Warehouse Volunteer

Location: Terre Haute Catholic Charities Foodbank

Reports to: Randy Minge

Hours: Monday – Friday 8AM - 4PM

Our Values

Justice, Respect, Action, Self-determination, Personal Growth, Stewardship, Diversity

Primary Functions

We are seeking dedicated and hardworking volunteers to assist with warehouse operations at our Foodbank. As a Volunteer Warehouse Worker, you will play a vital role in ensuring that food donations are properly received, sorted, stored, and distributed efficiently. Your efforts will support our mission of providing nutritious food to individuals and families facing food insecurity.

Position Content

Essential Functions:

- Receive, inspect, and sort incoming food donations.
- Pack and prepare food boxes for distribution to clients, partner organizations, or community members.
- Maintain a clean and organized warehouse space, ensuring food safety and hygiene standards are met.
- Follow safety and food handling guidelines to ensure a secure working environment.
- Work collaboratively with other volunteers and staff members to meet operational needs.
- Assist with loading and unloading food deliveries and distribution vehicles as needed.

Position Specifications/Requirements

Skills, Knowledge, and/or Abilities:

- Ability to lift and carry heavy items (up to 50 lbs) and perform physical tasks.
- Strong attention to detail and ability to follow instructions.
- Dependable and punctual with a positive attitude.
- Ability to work independently as well as part of a team.
- Previous warehouse, food handling, or logistics experience is a plus but not required.

Requirements

- Volunteers must complete the required application, background check and Safe Parish Training



Working Environment

- Ability to lift, carry, push, and pull heavy items (up to 50 lbs) repeatedly.
- Frequent standing, bending, stooping, and reaching throughout shifts.
- Ability to work in varying temperature environments, including refrigerated or outdoor areas.
- Capability to handle prolonged periods of physical activity and movement.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of volunteer description: March, 2025

Volunteer signature below indicates the volunteer has received a copy of this description and indicates the volunteer's understanding of the requirements, essential functions and duties of the position.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____