

20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Food Locker Coordinator
ORGANIZATION: 20 FSS/FSFR
CONTACT PERSON: Mr. Rodgers W. Gardner II, Section Chief
PHONE 895-1252
WORK LOCATION: Airman & Family Readiness Center Bldg 1127
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Organizing food by type
2. Purging old expired food items
3. Identifying low stock of food items
4. Coordinating major food deliveries
5. Updating and maintaining food locker file box located at the front desk

SPECIAL REQUIREMENTS:

1. Physically able to carry items weighing 30 pounds or less

TRAINING:

1. Hands-on training
2. On the job training will be provided to assist with duties. One-on-one instruction from program manager and program assistant

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date