

NEIU Student Pantry

Volunteer Role Descriptions

NEIU students looking to volunteer in the pantry need to be aware of the opportunities available and the work involved with the roles. At minimum, a student can volunteer for one hour during a distribution day, but if you are willing to give more than an hour on the same day, you can request so in the volunteer form on CollegiateLink.

1. Delivery

- a. On the 2nd and 4th Monday of every month, the Student Pantry receives donation shipments from the Greater Chicago Food Depository (GCFD). Due to the weight of the shipments can range anywhere from 400 – 1,000 pounds, assistance is needed to haul the donations from the shipping & receiving dock to the pantry. Hauling is done by the use of a forklift dolly and loading items onto carts within the pantry itself. Volunteers will be needed to haul the items between the pantry and the cold storage within the cafeteria. Delivery assistance is from 9:00 – 11:00 a.m. on the 2nd and 4th Monday of each month.

2. Distribution

- a. On every Monday and Thursday, unless either day falls on an observed university holiday or a university closure, food is given out to students from 1:00 – 4:00 p.m. Volunteers will be needed to go about giving food to visitors, assist runners with packing online orders, and weighing the food being taken by the visitors. Volunteers will be need during distribution days from 1:00 – 4:00 p.m.

3. Runner/Order Prep

- a. With the addition of online ordering to the pantry's operations, assistance will be needed to prepare and pack orders for students to quickly retrieve them. The work will entail going back and forth between the Student Pantry and the cold storage in the cafeteria to grab cold and frozen items requested by students. This can happen with online orders and walk-in visitors. Volunteers will be need during distribution days from 1:00 – 4:00 p.m.

4. Check-in

- a. As students visit the pantry, they will need to be greeted upon entry and be given information about the visiting experience and how to check-in. In addition, this person will help other volunteers check-in and account for their time in the pantry. Volunteers will be need during distribution days from 1:00 – 4:00 p.m.

5. Set-Up

- a. Getting items and materials in order before distribution starts helps make the visitor experience a smooth process. Time will be needed to make sure inventory is in place and the space is clean and organized. Volunteers will be need during distribution days from 11:00 a.m. – 1:00 p.m.

6. Wrap-Up

- a. At the end of a distribution day, inventory needs to be checked and accounted for to assess future resources needed for pantry operations. This includes counting how many items are remaining of goods to be given out and calculating the weight of food given for each distribution day. Volunteers will be need during distribution days from 3:30 – 4:30 p.m.