



## **Share Food Room Volunteer Overview**

Share, Inc. of McLean, VA, through its Food Room located at the McLean Baptist Church, provides non-perishable food, toiletries, household supplies, and other grocery items, as well as fresh produce through the Share Garden Project, to more than 1000 local families in need each year. The clients served reside in McLean, Great Falls, and the Pimmit Hills section of Falls Church. The Food Room hours are Wednesdays and Saturdays, from 9:30 AM to 12 PM, except when closed on religious and civic holidays. The Share website provides guidelines for making donations to the Food Room. Food drives conducted by Share, other civic organizations and community groups throughout the year help keep the Share Food Room shelves stocked.

## **Job Summary**

Food Room Volunteers staff the food pantry on Wednesday and Saturday mornings when Share clients shop, without cost, for their groceries. When clients arrive at the Food Room, they sign in, receive a number, and shop when their number is called. Food volunteers guide clients in making their grocery selections, help bag or box the groceries, and assist in getting groceries loaded into cars. Volunteers also stock, organize, and clean the Food Room and help unload, sort, and store donated food items, especially after food drives. Volunteers also participate in Share-organized food drives and coordinate with other organizations in the scheduling of other food drives on behalf of Share. Food pantry volunteers include teenagers as well as adults of all ages.

The Vice President of Share and the Food Room chairperson provide management oversight for all Food Room-related operations and projects, including organization and distribution of holiday and other food gift certificates and Thanksgiving food boxes. They also supervise all food pantry volunteers involved in supporting such activities.

## **Key Requirements and Qualifications**

- Dependability and reliability to work as scheduled on Wednesdays and Saturdays.
- Ability to work in a fast-paced environment.
- Capable of lifting bags and boxes and/or standing on one's feet during a two or three hour shift. Courteous and pleasant demeanor when interacting with donors and clients.
- Enthusiasm for Share's mission.

To learn more and to become involved as a Food Room Volunteer, please contact Therese Dyer Caplan, Share Food Room Program Chair, at [tdyercaplan@gmail.com](mailto:tdyercaplan@gmail.com).