

# FOOD BANK VOLUNTEER ASSIGNMENTS

Shift Date: \_\_\_\_\_

Shift Supervisor: \_\_\_\_\_

<b>TASK / STATION</b>	<b>VOLUNTEER NAME(S)</b>	<b>INSTRUCTIONS</b>	<b>DONE</b>
<b>Intake &amp; Sorting</b>		Check expiration dates; categorize dry goods, produce, and dairy.	
<b>Box Assembly</b>		Prepare standard family-sized boxes with baseline staples.	
<b>Client Check-in</b>		Verify IDs/records and update household size in the digital log.	
<b>Distribution</b>		Load boxes into vehicles or assist walk-in clients.	
<b>Sanitation</b>		Sanitize all high-touch surfaces and sweep the warehouse floor.	
<b>Custom / Floater</b>		Available for heavy lifting or restocking as needed.	
<b>Notes / Observations:</b>			

Shift Lead Signature: Total Volunteers: