



VOLUNTEER GROCERY DELIVERY ASSISTANT

GOAL: Assist Help At Your Door delivery staff in making deliveries to client homes. Delivery Assistants ride with delivery staff, helping to unload groceries at each stop and accompanying delivery staff into the client's home. Assistants provide an extra smiling face for clients while making deliveries more efficient.

Duties and Responsibilities:

- Arrive at assigned grocery store at appointed time.
- Assist driver in helping to load grocery totes into delivery truck.
- Call clients in advance of each scheduled stop to alert them of the estimated arrival time.
- At each client stop, help driver to unload grocery totes onto delivery cart.
- Following client directives unload groceries onto the client's kitchen counter and into their fridge/freezer. Delivery staff will discuss any issues with the client's order, such as explaining substitutions, and process the client's payment while the assistant completes the unloading.
- As directed, complete a quick client evaluation checklist with driver's input.
- Maintain client confidentiality and professionalism while volunteering.
- Inform the Volunteer Manager of schedule changes (short-term or long-term), contact information updates, concerns and resignation.

Requirements:

- Available to commit one day each week, or every other week, from 8:30 a.m. to 3:00 p.m.
- Physical ability to regularly lift and carry totes of groceries (up to 50 lbs).
- Ability to assist even during inclement weather (heat, cold, snow, etc.)
- Complete a volunteer application and criminal background check.
- Report volunteer hours on a monthly basis.
- Interest in Help At Your Door's mission of helping seniors and individuals with disabilities to remain at home.
- Ability to commit to a minimum of three months of service.

Reports to: Volunteer Manager

For More Information Contact:

Help At Your Door
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