



## GROCERY HELPER VOLUNTEER OPPORTUNITY DESCRIPTION

**GOAL:** to provide a familiar and friendly presence to Help At Your Door (HAYD) clients while ensuring that their need for groceries is met.

### DUTIES & RESPONSIBILITIES:

- Upon instructions from HAYD office, pick up ordered groceries from designated store during your assigned pick-up day and time.
- Deliver groceries immediately after pick-up from store.
- If making more than one delivery, keep orders separated during transit.
- Unpack and put away frozen and refrigerated items, and other items as requested.
- Hand client the grocery receipt.
- Be mindful not to let groceries sit in your vehicle for an extended period of time.
- Visit with the client, checking in on their well-being.
- Be alert and make note of any “red flags” you notice while interacting with the client in the home.
- Follow designated emergency procedures regarding client not at home, client ill, client falls, etc.
- Email [operations@helpatyourdoor.org](mailto:operations@helpatyourdoor.org) immediately after each visit to confirm delivery, relay concerns about client or order issues, and capture volunteer hours.
- Unless you have been given designated totes to keep, return grocery totes after deliveries are completed.
- Abide by HAYD program boundaries, including no-tipping policy.
- Alert the HAYD Volunteer Manager to any upcoming absences.

### REQUIREMENTS:

- Interest in Help At Your Door’s mission of helping seniors and individuals with disabilities maintain their independence and continue living in their homes.
- Complete a volunteer application and pass a criminal background check.
- Commit to assisting up to two regularly assigned clients on the same day on a weekly basis.
- Access to a reliable vehicle.
- Can lift and carry totes of groceries.
- Fluency in English (read, write, speak, and understand).
- Are at least 18 years of age, unless volunteering with a parent/guardian.

### **For more information contact:**

Volunteer Manager  
651-642-1892 or 763-231-3117  
[volunteer@helpatyourdoor.org](mailto:volunteer@helpatyourdoor.org)