20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Food Locker Coordinator

ORGANIZATION:	20 FSS/FSFR
CONTACT PERSON:	Mr. Rodgers W. Gardner II, Section Chief
PHONE	895-1252
WORK LOCATION:	Airman & Family Readiness Center Bldg 1127
HOURS NEEDED:	Flexible
DAYS NEEDED:	Monday – Friday
 VOLUNTEER DUTIES: Organizing food by type Purging old expired food items Identifying low stock of food items Coordinating major food deliveries Updating and maintaining food locker file box located at the front desk 	
SPECIAL REQUIREMENTS: 1. Physically able to carry items	ms weighing 30 pounds or less
TRAINING: 1. Hands-on training 2. On the job training will be program manager an	provided to assist with duties. One-on-one instruction d program assistant
Signature of Volunteer	Date
Signature of Volunteer Superviso	r Date