



Mobile Food Pantry (MFP) – Guest Registration Volunteer

The Food Bank's Mobile Food Pantry (MFP) distributes food to neighbors in rural communities, where access to food pantries is sometimes limited. Help us collect guest information that is critical to the success of the MFP. **Please note the offsite location.**

As a Guest Registration Volunteer, you will help by:

- Greeting guests warmly as they arrive at the MFP site
- Asking each household some information to determine if they have visited the distribution before or if they are a new guest
- Recording guest information and the visit in the Food Bank's client database (Link2Feed) on a BRAFB-provided tablet that is connected to a mi-fi (for internet access)
- Posting the number of households on a sticky note on the driver's windshield
- Distributing flyers to guests, occasionally (i.e., Food Finder information, Inclement Weather Hotline, etc.)
- Preparing the tablet and mi-fi for the next distribution (fully charged)

Volunteers are asked to interact with guests in a respectful, welcoming, and supportive way. A BRAFB tablet, mi-fi, and appropriate chargers and tablet case will be provided to the Guest Registration Volunteer and the volunteer will be responsible for securing and maintaining these items as long as they serve in this capacity.

Qualifications & Requirements:

- Reliable self-transportation to the distribution site (the Food Bank does not reimburse for mileage)
- Strong communication skills and customer service skills
- Strong technology and tablet/computer skills
- Experience with or interest in learning data entry
- Access to phone and email
- Access to internet at home
- Good judgment and safety awareness
- Ability to stand on your feet for 2 – 3 hours without breaks
- Ability to work independently and collaboratively with a team
- Good mobility required for bending and reaching, etc.

Time/Age Restrictions:

- At least 18 years of age.
- Must be onsite for approximately 3 hours at the MFP distribution once a month (occurs in the morning on a weekday)

- Additional time (approximately 2 hours per month) is needed in addition to the distribution, for reporting tasks
- We ask for an initial commitment to serve in this capacity for 8-12 months, since consistency is important.

Dress Code:

- Due to safety concerns all volunteers must wear close-toed shoes (no sandals or flip flops) and comfortable, appropriate clothes suitable for the weather of the day.

Training:

- Food Bank staff and the MFP Site Coordinator will provide necessary training, supervision, and support.

Interested? Contact:

Colleen Berger
Manager of Community Nutrition Programs
Phone: 540-213-1319
Email: cberger@brafb.org

Internal

Guest Registration Volunteers needed at (order of most important):

1. Timberville MFP, 2nd Thursday of the month: 1 – 2 volunteers (2 is ideal)
2. Palmyra MFP, 4th Thursday of the month: 1 – 2 volunteers (2 is ideal)
3. Orange MFP, 3rd Tuesday of the month: 1 – 2 volunteers (2 is ideal)
4. Columbia MFP, 3rd Wednesday of the month: 1 volunteer