Redondo Market Intake Volunteers

MSC Food Bank is currently accepting volunteers to join our Redondo Market InTake Team

The In-Take team is a dynamic group of volunteers who facilitate the checking in of clients as they visit the Market Food Bank.

Who: We are looking for individuals who are comfortable and capable of navigating computer programs while interacting in person with clients as they check in to shop at our Redondo Market Food Bank.

When: **Tuesdays**, **Wednesdays**, **Thursdays**

1st Shift: 9:45 am – 1:15 pm

2nd Shift: 1:00 pm – 4:30 pm

Where: Redondo Market Food Bank 27614 Pacific Highway S, Federal Way WA 98003

What: Intake Volunteers work in person during Market hours to check clients into our computer program as they come in to shop at the Food Bank.

- Verify their appointment time, educate them on appointment availability
- Search for clients by various demographics in the current client management software program
- Sharing with clients the process to shop the Market Food Bank
- Assist with maintaining the compliance of accurate client data
- Working in a team with others to assist clients to receive clear and consistent information as to the Market Food Bank's policies and procedures while being kind and consistent

How: Potential volunteers who are interested in serving with us, here are some requirements:

- Ability to sit for 3+ hours at a time
- Comfortable in navigating various computer software programs
- Sharing pertinent information in a kind and consistent manner
- Pass a Washington State WATCH background check
- Willing to work in the elements as we are a warehouse type atmosphere
- Is compliant with the Food Bank agreements and policies