



## **BREAD FOR LIFE CO-OP GENERAL ASSISTANT**

**Objective:** To aid HSHM staff and co-op members in the day-to-day functions of the co-op.

**Location:** 303 E. Oakland Ave., Bloomington, IL – Food Pantry/Bread for Life Co-op

### **Responsibilities:**

- Arrive punctually and practice good communication with staff
- Assist with processing food donations (weighing, inspecting, cleaning, storing, etc.)
- Assist co-op members with various projects
- When open, tend to the needs of the co-op grocery (e.g. stocking, bagging, tidying, etc.)
- Help keep the co-op clean/organized (arranging shelves, wiping out coolers, sweeping, etc.)
- Eventually, become an additional source of guidance/information for co-op members
- Eventually, as needed, supervise co-op members if staff is called away
- Greet and welcome walk-in guests, explain the co-op and application process if needed
- Exhibit respect and care for residents, co-op members, volunteers, staff, donors, et al.

### **Basic Qualifications:**

- 18+ years of age
- Volunteer application on file
- Closed toed shoes required (tennis shoes are fine)
- Long hair may need to be pulled back

**Time Commitment:** 2-4 hours weekly or bi-weekly, with the intent to commit long-term.

**Training/Support:** Both staff and co-op members will be happy to help with orientation and guidance as you learn about the work involved in sustaining the co-op & our membership.

**Benefits:** You will have the chance to become a crucial pillar of support for the co-op, ensuring that our work is done well, and that our work is done gracefully, for the sake of all involved. Moreover, working alongside us in the co-op will afford you an opportunity to get to know more about our community and its members, to learn how we go about addressing chronic food insecurity issues, to learn the basic logistics of the co-op's operation, and to practice compassion. Additionally, over the long term, you may find that you've developed valuable relationships with other volunteers, co-op members, staff, and donors.

### **Department Supervisors:**

Tim Martin, Co-op Coordinator, [tmartin@hshministries.org](mailto:tmartin@hshministries.org)

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