

Philomath Community Services Volunteer Tasks by Program

Philomath Community Gleaners

- Unloading van and trucks of food and other goods from pick-ups
- Repacking bulk foods such as flour, oil, beans, peanut butter, honey
- Cleaning the warehouse area, and periodically the van
- Setting up and cleaning up for distribution days
- Collecting and stacking wood
- **Hours:** nearly every morning there is some task; Distribution Days are Wednesday 4:00 - 6:00 pm; Saturdays 12:00 - 2:00 pm

Philomath Food Bank

- Repacking bulk food items
- Stocking shelves
- Checking expiration/best-by dates on food items
- Assisting clients with registration, check-in, shopping during client shopping time
- Unloading delivery of food boxes from Linn-Benton Food Share; must be able to lift 50# boxes
- **Hours:** Client time is Tuesdays 4:30 - 7:30 pm and Thursdays 9:00 am - 12:00 pm; LBFS is generally Wednesdays 1-3 pm.

June's Kids Kloset

- Collecting and sorting donated clothing for children
- Hanging and displaying clothing
- Washing and drying soiled clothing
- Cleaning work and client areas
- Front desk: Assisting clients with registration, check-in, instruction, shopping and check-out
- **Hours:** Client time is Tuesdays 4:30 - 7:30 pm and Thursdays 9:00 am - 12:00 pm; other work time is available for work parties as volunteers are available.

Lupe's Community Garden

- As the season demands: preparing soil, weeding, mowing, pruning, planting starts and seeds, harvesting, cleaning up garden area
- **Hours:** Variable; _____

Holiday Cheer

- Collecting and sorting gifts for children, hygiene baskets and food baskets
- Helping in distributing items for clients third week of December
- **Hours:** Seasonal and variable, mostly November and December

Office

- Assist Office Manager with filing, archiving, preparing letters of gratitude, inputting of data for QuickBooks
- Cleaning and organizing office or common areas
- **Hours:** Best to coordinate with Office Manager