Grocery Shopper & Delivery Volunteer Description

Report to:  Shelbi Benson, Volunteer Coordinator

Term:  Flexible; prefer a 3-6-month commitment but can accommodate snow birds, summer birds, vacations and other life events. Shop weekly, bi-weekly or monthly.

Goals:  To provide grocery shopping/delivery services to older adults living in the community.

Outcomes:  Increased independence, accessibility, and safety of older adults living independently. Using detailed orders placed by clients, the volunteer shopper will fill orders during a shift at an assigned store location and deliver those orders to the client. Volunteers do not pay for groceries nor do they accept payment for groceries.

Expectations:

➢ Be available as scheduled on Wednesday morning each week, arriving at the store location by 8:00 am
➢ Review order and any order notes before beginning to shop
➢ Shop for assigned clients using lists compiled the previous day, checking off items as they are picked while ensuring accuracy of order including brand, size and description
➢ Carry a cell phone to contact client as needed for questions or approval on substitutions if desired item/brand is not available
➢ Serve as part of a team, partnering with fellow shoppers to double check accuracy of shopped items in carts
➢ Arrange orders to facilitate timely delivery of groceries using pre-determined route provided
➢ Complete shopping in a timely manner to enable on time delivery
➢ Deliver groceries to client’s homes, assisting client as needed (this includes placement of groceries in kitchen or pantry)
➢ Regularly complete and submit required tracking paperwork including timesheets, mileage tracker & reimbursement requests
➢ Attend training meetings as scheduled

Requirements & Qualifications:

➢ Successful enrollment as an Age Well Arrowhead volunteer including a background check
➢ Completion of volunteer training as provided by agency
➢ Physical ability to stand, walk and reach in store while shopping including putting grocery items in cart and conveyor belt at check-out
➢ Have a valid, unrestricted driver’s license and automobile insurance that meets the minimum requirements as defined by the State of Minnesota
➢ Ability to clearly read labels and store signage
➢ Commitment to pay attention to detail and shop accordingly
➢ Willing to communicate with clients as needed to ensure correct orders
➢ Follow confidentiality guidelines as outlined by agency

I have read the Grocery Order Shopper Volunteer position description. By signing below, I commit to treating clients with dignity and respect while supporting their efforts to stay independent in their own homes.

Volunteer Signature:  _____________________________  Date:  _____________

Reviewed 5/15/2018