

# WATERTOWN FOOD PANTRY VOLUNTEER APPLICATION

As a brief background, the Watertown Food Pantry is open 5 days a week. The hours are: Monday 10 am to 12 noon; Tuesday 1 - 3 pm; Wednesday noon - 2 pm; Thursday 1 - 3 pm and 5 - 6:30 pm (during Bread and Roses dinner); and Friday 10 - 12 noon.

Two volunteers work each shift, which covers the two working positions - completing the required paperwork and packing the food items. Shifts are posted as 2 hours. But if it is busy and you still have patrons waiting for service, you may work longer. We always tell people that on your scheduled day to work you shouldn't make any appointments after your work shift, as you may be running late.

Normally, volunteers only work 1 shift per month; but there are "on call" volunteers for when someone can not work.

If it's at least 24 hours prior to a work shift and the scheduled person can't work, please call the volunteer coordinator who finds a replacement. But if it's less than the 24 hours, we request you find your own replacement. Everyone is provided with a listing of fellow volunteers to make this task easier.

In most cases, workers have a set day they work each month (EX: second Tuesday) and others can only work specific days (EX: Any day except Thursday OR only on Wednesday). We make every effort to determine what fits into your schedule and what your work preferences are.

The work schedule is set up on a four-month basis and mailed to everyone along with a newsletter keeping everyone updated on policy changes and coming events.

Prior to getting added to the schedule, we do require that new volunteers go through training. We have found that it works the best to come down while the pantry is open and actually get "on the job" training. Normally the Volunteer Coordinator does the training; however there are also several volunteers who assist with training. Upon receipt of your application, you will be contacted regarding available dates.

We wish to extend a HUGE "Thank You" for volunteering to help at the pantry. It is VERY much appreciated.

Watertown Food Pantry Board of Directors

If you are interested in working as a Pantry Worker, please take the time to complete this Application and the Volunteer CAC Agreement and return both to:  
Watertown Food Pantry  
c/o Volunteer Coordinator  
204 N. Tenth Street  
Watertown, WI 53094

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- I would prefer to ONLY pack the food items
- I would prefer to ONLY work the desk and fill out the paperwork
- I am willing to learn both jobs and fill in as needed
  
- I prefer to work a morning shift
- I prefer to work an afternoon shift

I prefer to work on:

- Monday       Tuesday       Wednesday
- Thursday       Friday

I can NOT work on:

- Monday       Tuesday       Wednesday
- Thursday       Friday

I can be contacted as a LAST-MINUTE "sub/fill-in" if needed.

SPECIAL NOTES: \_\_\_\_\_

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