

Palisades Emergency Residence Corporation (PERC)
108 36th Street, Union City, NJ 07087
(201) 348-8150 phone / (201) 348-0341 fax / info@percshelter.org

Thrift Store Volunteer Job Description

PERC Thrift Store generates funding for the many programs we offer including shelter, food, children's programming and other community activities for people at risk or living in poverty.

Thrift store volunteers help the store manager run the store. PERC Thrift store is open Tuesdays through Fridays from 12:00 p.m. to 5 p.m. and Saturdays 11:00 a.m. to 3:00 p.m. Volunteers May assist one day or make a regular commitment depending on their schedule. **The Thrift Store is located at 113 37th Street, Union City, telephone (201) 348-2281.**

Thrift Store Volunteers:

- Assist Customers by offering good customer service and answering questions about store merchandise.
- Financial controls such as handling money and processing cash and credit card transactions.
- Stock New Products including categorizing and placing new products on the shelves. The volunteer may also price and tag items before stocking
- Maintain the store's physical appearance which may include some clean up of spills or broken items, dusting and cleaning shelves, putting misplaced items back on the right shelves, decorating for holidays or other special events.
- Sort through donations to verify that items received are in good condition for customers to buy. Give receipts to and collect information from people donating products.
- Serve as an ambassador to PERC and be able to communicate our mission and program activities.

Qualifications: Prior customer service experience or interest in working in a shop; ability to do basic arithmetic and perform sales transactions; some lifting will be required.

I have read, and received a copy of the volunteer description and understand my responsibilities.

Volunteer Signature

Date

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Soup Kitchen Volunteers Job Description

PERC Soup Kitchen is open every day all year around. Our guests receive not only a hot meal, but they often tell us that the friendly greetings and warm smiles of volunteers and staff brighten their day.

PERC Soup Kitchen is open daily for dinner from 6 to 7 p.m. Volunteers should arrive by 5 p.m. to assist in dining room set up and help with final kitchen preparations. Volunteers may assist as able or make a regular commitment, depending on your interest and schedule. **The Soup Kitchen is located at 111 37th Street, Union City.**

Soup kitchen volunteers:

- Set up dining room.
- Assist in final dinner preparations or some light cooking.
- Greet guests upon their arrival
- Assist with door sign-in of guests
- Assist with serving on the food line.
- May hand out drinks or other food items
- Light clean up after dinner.

Qualifications/Requirements:

- Customer service orientation
- Enjoy working with people
- The ability to comply with safe food handling procedures
- Ability to respect and maintain personal boundaries and client confidentiality

Appropriate for: Adults, older teens, corporate groups, church groups, workplace groups, social groups, family groups.

I have read, and received a copy of the volunteer description and understand my responsibilities.

Volunteer Signature

Date

***PERC encourages volunteers to sit down and have dinner with guests.

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ADMINISTRATIVE SUPPORT VOLUNTEER JOB DESCRIPTION

The administrative support volunteer assists PERC staff with clerical, fundraising, and other office tasks. These volunteers will help us achieve our mission, create a pleasant work environment, and help us achieve our mission more efficiently. PERC administrative offices are open Mondays through Fridays 10:00 a.m. through 6:00 p.m. Volunteers may assist one day of the week for a few hours or make a regular commitment. **The PERC administrative office is located at 108 36th Street, Union City (2nd floor).**

Duties/Responsibilities:

Assists with clerical/administrative duties, such as:

- Organizing files
- Filing, data entry, copying, scanning
- Telephone coverage
- Assist with mailings
- Greeting customers donating or visiting the agency
- If volunteer is bilingual: assist staff to effectively and efficiently serve the non-English speaking clients by translating.
- Performs duties requiring the giving or receiving of information.
- Interact with clients in a friendly and professional manner

Qualifications/requirements:

- Must have a professional manner
- Good organizational skills
- Ability to respect and maintain confidential information
- Willingness to learn new skills
- Ability to read and write in English; the ability to speak Spanish is desirable.
- Ability to follow instructions
- Ability to operate office equipment such as a copy machine, fax machine, shredder, multi line telephone system, etc...computer skills are desirable
- Cooperative attitude

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Volunteer Signature

Date

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FOOD PANTRY VOLUNTEER JOB DESCRIPTION

PERC Food Pantry gives out groceries every week to low-income area residents who are hungry and who need help stretching their tight food budgets at home. Food is distributed weekly on Wednesdays between 1 and 3 p.m. Setup for the pantry begins at 11 a.m. The Pantry volunteer provides basic support services, including sorting food, lifting and giving out food boxes, clean up, and other tasks required for service to the pantry guests. Special opportunities for translation are needed, especially for Spanish speakers. **The Food Pantry is located at 111 37th Street, Union City.**

Food Pantry Volunteer:

- Unloads shipments of food and stock pantry shelves
- Prepares food bags for distribution to clients
- Maintains inventory
- Assists with welcoming and sign-in food pantry clients
- Monitors area to maintain order and a clean and safe environment
- Distributes food bags
- Assists with cleaning and organizing

Qualifications/Requirements:

- Customer service orientation
- Some light to moderate lifting, although not necessary for all roles
- Ability to stand and bend
- Some stocking experience helpful but not necessary
- Ability to respect and maintain personal boundaries and client confidentiality

I have read, and received a copy of the volunteer description and understand my responsibilities.

Volunteer Signature

Date

PERC Volunteer Application

Name (Last) _____ (First) _____ (M.I.) ____ Date: _____

Address: _____ Home Phone: _____

City/State: _____ Zip Code: _____ Cell Phone: _____

E-mail address: _____

*P.E.R.C. will add your information to our mailing list.

How did you learn about PERC’s volunteer opportunities?

Are you 18 years of age? Yes No

Are you representing a larger group? Yes No

If yes what is the name of your group, school or organization?

Preferred Volunteer Area:

- | | | | |
|---------------------------------------------------|---------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|
| Kitchen: | Food Pantry: | Fundraising: | Community Services: |
| <input type="checkbox"/> Food Prep | <input type="checkbox"/> Packing Distribution | <input type="checkbox"/> Assisting, coordinating | <input type="checkbox"/> After School Assist |
| <input type="checkbox"/> Serving | <input type="checkbox"/> Driver for food pick up | <input type="checkbox"/> Grant writing | <input type="checkbox"/> Summer Camp help |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Organizing pantry closet | | <input type="checkbox"/> Activities support/instructor |
| | | | <input type="checkbox"/> Adult Ed |
| | | | <input type="checkbox"/> Computer Lab Facilitator |
| Administrative Support: | | | |
| <input type="checkbox"/> Data Entry, filing, etc. | | | |

Please indicate any skills, talents or training you have:

Languages you speak:

Can you read and translate that language? Read Write

Have you ever volunteered in any capacity? Yes No

If so, where? _____

Are you currently employed? FT PT Self Retired Unemployed

Employer: _____ Address: _____

Next to the days of the week, specify the times that you are available to volunteer. (Many of our activities take place in the evenings)

Monday **Time Available** _____

Tuesday **Time Available** _____

Wednesday **Time Available** _____

Thursday **Time Available** _____

Friday **Time Available** _____

Saturday **Time Available** _____

Sunday **Time Available** _____

Liability Disclaimer

By submitting this application, I confirm that all of the above information is correct. I hereby agree to hold harmless and indemnify PERC from any and all claims, suits, causes of action and liability arising out of any claims, suits or causes of actions of any kind. I realize that PERC will not be held responsible for any accident or injury that may occur while I am a volunteer. I understand that I will receive no compensation of any kind for services performed.

I certify that I am over 18 and in good health, able to participate in the selected volunteer activities, and competent to enter this release. (Volunteers under 18 years of age must have a parent or primary caregiver complete and sign a consent form.)

Confidentiality disclaimer

I agree and maintain the confidentiality of all client information to me through my position and uphold a professional relationship with all PERC staff and residents while I am a volunteer with this organization.

Volunteers working with minors must complete additional paperwork.

Person to contact in case of an emergency:

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Cell phone: _____

I have read, understood, consent to, and have had the chance to ask questions regarding this agreement.

Applicant signature _____ **Date:** _____

PERC Representative: _____