



## 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