

# St. Vincent de Paul Food Pantry Volunteer Opportunities

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The Society of St. Vincent de Paul also operates its **Client Choice Food Pantry**, located at 3001 E. 30th St. between Keystone and Sherman. Food is distributed at no charge to about 3,000 families weekly. Shoppers can shop on one of four days during the week or on Saturdays. Here are some of the jobs available:

## Serve as intake clerk

This is an essential stop for every client who shops for food. The volunteer keys in basic information for returning clients, and enters new clients into the system using a simple and reliable program. Basic keyboarding skills are helpful, as is conversational Spanish. Caring and friendly people skills a must.

## Help unload trucks and store goods in the warehouse

Use two-wheel hand trucks or battery-operated pallet jacks. This is an on-going, everyday activity.

## Sort received goods

Some donated food comes in piecemeal, some on pallets. All of it must be sorted and staged. Canned and boxed goods need to be consolidated into bins or shelved. Perishable foods need to be placed in the cooler or freezer. We also do some repackaging of bulk-delivered goods. We are currently short-handed for this task on Thursday afternoons.

## Assist shoppers during shopping hours

Provide information and restock the meat counter, count shopping basket contents, bag groceries (indoor work), and help clients load

their cars (outdoor work). The **Pantry** needs these volunteers on days of shopping: every other Monday and on Tuesdays, Thursdays, Fridays, and Saturdays.

## Bag and drive groceries to the homebound (CRITICAL NEED)

On Wednesday mornings, bags must be prepared for delivery that afternoon to clients who are homebound and unable to come to the **Food Pantry** to get their food.

## Help maintain Food Pantry facility

We need able bodies for custodial jobs and outdoor work to maintain the **Food Pantry** facility and its grounds.

## Office work

Since the **Food Pantry** also serves as the offices for St. Vincent de Paul-Indianapolis, we need office workers who can do a variety of tasks. Answering the phone, bookkeeping and accounting transactions, data entry support, record-keeping, filing, and general clerical duties are performed in our business office and operations office virtually every day. *Our most critical need is for volunteers to answer the Help and Donation lines.*



## Society of St. Vincent de Paul

Special Works of the  
Indianapolis Archdiocesan  
Council

## Volunteer Brochure

**Food Pantry**  
3001 E. 30th Street  
Indianapolis, IN 46218

**Distribution Center**  
1201 E. Maryland Street  
Indianapolis, IN 46202  
info@svdpindy.org

*We are an all-volunteer organization.*  
If you are interested in joining us, go to  
www.svdindy.org or contact us at info@  
svdpindy.org. Or just show up!

# Distribution Center Volunteer Opportunities

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The Society of St. Vincent de Paul operates its **Distribution Center** from a warehouse located at 1201 E. Maryland St. Appliances, furniture, bedding, household items, and clothing are collected in this facility and distributed to the needy in the Archdiocese free of charge. Volunteers donate their time and talents—some an hour or two a week, others almost full-time. If you have an interest in working at the **Distribution Center**, volunteers are needed for several different kinds of jobs.

## Escort clients

Walking clients through the clothing and housewares area while they select from donated goods is relatively easy work. You're helping the client while ensuring no one walks away with, for example, all the XL shirts or blankets. Good people skills—in this and other jobs at SVdP—go a long way with our clients. Shopping is on Saturday mornings.

## Sort clothing

Since some of what is donated is unsuitable for distribution, this job involves separating reusable clothing from the items which are not and helping get the clothing ready for client selection. This is mostly weekday work.

## Fill orders

You and one or two other volunteers help fill orders for appliances, furniture, and bedding from donated goods kept in the warehouse portion of the **Distribution Center**. Clients are pre-qualified to receive certain larger items. You pick up a slip that describes what the client may have and locate these items. You then move them to the dock area using old-fashioned muscle, two-wheeled hand trucks, or four-wheeled carts. Volunteers also help the client load the goods if they need help. This is mostly Saturday morning work from 8:00 a.m. until about noon.

## Drive truck on collection route (CRITICAL NEED)

Drive a medium-sized box truck on a collection route in Marion and adjoining counties to pick up donated items. At the stops, park appropriately and help load items. These trucks are similar in size to a truck you might rent to move a few rooms of furniture. Each truck will have a GPS unit and you'll make 10 to 12 stops on a pre-arranged route. Alert driving skills are essential, but Commercial Driver's License is not required. This is mostly Saturday work, although pre-arranged pickups during the week are possible. If you drive regularly for SVdP, we'll do a BMV check.

## Help load truck on collection route (CRITICAL NEED)

If you'd rather not drive a truck, why not ride one and help load the donated items? We send out each truck with at least one rider/helper who navigates using the GPS. Trucks have hydraulic tailgate lifts, but a sturdy back helps. Mostly Saturday work.

## Help unload donated items from trucks

Trucks return to the **Distribution Center** between noon and 2 p.m. with the donated goods. They need to be unloaded and items

placed in the warehouse. The bulk of this work begins about noon and goes until about 2:30 p.m. on Saturdays.

## Check out appliances for usability (CRITICAL NEED)

Repairing small appliances (e.g., toasters, lamps) and larger ones (e.g., washers, dryers, stoves, refrigerators) is becoming a lost art. If you can do it, we need you. If you can do it during the week, better yet!

## Work with Beggars for the Poor

Beggars for the Poor (BFTP) is our initiative to help the homeless and operates as a Special Works effort of SVdP. Every Saturday morning a van leaves the **Distribution Center** with hot food and some basic clothing and personal hygiene essentials and goes to a downtown location for distribution to the homeless. It's a humbling and inspiring activity. Beggars for the Poor operates on the premise that every person has the right to be treated with respect and dignity. It has operated since 1984. More than 100 people are served every week. The volunteers with BFTP serve homeless people who have needs they are unable to fulfill.