

# Carry-Out Caravan Double Checker Volunteer Job Description

Carry-Out Caravan volunteers assist seniors in receiving life sustaining nutrition, keeping them more independent, and nourished in their homes. Volunteers help clients enjoy healthier and happier lives.

## Time commitment

3+ hour commitment per week. Shopping in Longmont occurs every Tuesday; shopping in Broomfield is on Wednesday; shopping in Boulder and Greeley is on Thursday.

## Volunteer Job Description

- After an order is shopped, but before it is checked out, read each individual shopping order, comparing basket items for accuracy against items on the client's shopping list
- For item discrepancies, the double checker or "runner" will replace with corrected item
- Remember that the cheapest choice is not always the *best choice*.
- DO NOT SECOND GUESS- when in doubt, leave it out
- Confirm all orders have been double checked before sending it to check out
- Must pass a background check

## Duties and Responsibilities

- Provide Feedback and ask Questions!- Cultivate staff are there to help and support you
- Using your own cell phone, call the client if items are unclear
- When talking on the phone to clients, let them know we care
- Attention to detail and ability to problem solve
- Attend a volunteer orientation and complete volunteer paperwork prior to training
- Become familiar with & follow all policies/procedures outlined in the volunteer handbook
- Receive training to include shadow shopping and double checking
- Give Cultivate at least one week's notice if you'll be absent (health and/or emergency situations excluded)

## You will enjoy being a volunteer double checker for Carry Out Caravan if:

- You enjoy socializing and are looking for a high impact volunteer experience
- You have a passion for serving our seniors and ensuring their nutritional needs are met
- You enjoy shopping at the grocery store
- You are looking for a fun way to increase your exercise each week
- You are comfortable lifting 25 lbs

We at Cultivate strive to be a diverse organization that provides equitable access to all identities, including (but not limited to) race, ethnicity, language, economic status, religion, gender identity and expression, sexual orientation, ability, age, mental health, nationality, and education level. In order to hold ourselves accountable to this diversity, equity, and inclusivity work, we, the staff, board and volunteers at Cultivate, developed and support our DEI Commitment.

Click [here](#) to learn about our commitments.