

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 long, 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 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:

- Due to COVID, all volunteers must wear masks while volunteering. If you become ill or come into contact with someone who is ill, please let us know and **DO NOT** come to volunteer.
- 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 shopper 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