

The Kansas Food Bank is seeking Front Desk Volunteers.

Do you have free time during your week? Are you retired and looking for something to do? Then the Kansas Food Bank wants your help! We are looking for enthusiastic volunteers to help staff our front desk.

**Key Tasks and Responsibilities; including but not limited to:**

- Answering the telephone, transferring calls, taking messages
- Greeting guests and volunteers and helping them sign in and out
- Helping clients understand the list of community resources
- Sorting the mail, occasional light filing or paper shredding

**Qualifications:**

- Strong written and verbal communication skills
- Good judgment when handling sensitive and/or confidential materials
- Spanish speaking is a plus

**Personal Qualities:**

- Positive and energetic
- People person who enjoys connecting with others
- Friendly, courteous customer service skills
- Able to maintain a positive attitude and diplomatic demeanor while working with diverse individuals
- Flexible and adaptable to change
- Ability to work independently and collaboratively
- Commitment to the Food Bank's mission of No Kansan Should Be Hungry

**Physical Demands/Work Environment:** This position works in a typical office setting. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use. This position would normally have routine opportunities to alter physical position or change eye focus. Lifting should not normally exceed 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Time Commitment:** Will vary according to your schedule, but we prefer individuals who are able to commit to the same time block(s) on a weekly basis (*for example, M,W,F afternoons from 1-4, etc.*). Length of commitment is flexible as the program is ongoing, but should be no less than 3 months / 1 semester.

**How to Apply:**

Contact Rhonda Thomas by email at: [rthomas@kansasfoodbank.org](mailto:rthomas@kansasfoodbank.org) or by calling 316-265-FOOD

This Position is Unpaid.

Kansas Food Bank is an Equal Opportunity Employer