



# NEC Adventist Community Services Center

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99-13 Northern Boulevard • Corona, New York 11368 • Tel: 347-527-2444 Email: necacscenter@gmail.com

## JOB DESCRIPTION (Volunteers)

### **Duties:**

Help pack and sort food, fold and pack boxes, and sort clothing. Help distribute food on Tuesdays and Wednesdays. Help keep the Center clean, including ladies and gentlemen restroom.

**Hours:** Monday to Wednesday – 10:00a.m. - 2:00 p.m.

Thursdays – (cleanup day)

Weekend duties will be by request.



# NEC Adventist Community Services Center

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99-13 Northern Boulevard • Corona, New York 11368 • Tel: 347-527-2444 or 347-527-2476

## JOB DESCRIPTION (Volunteer Pantry Coordinator)

### **Duties:**

Open up Center and distribute tickets. Help truck driver to off load and pick up food. Help pack and sort food, fold and pack boxes, and sort and hang up clothing. Help distribute food on Tuesdays and Wednesdays. Answer phone when necessary and interview clients. Help keep the Center clean, including ladies and gentlemen restroom. Help set up classroom or workshops.

**Hours:** Monday to Wednesday – 10:00a.m. - 2:00 p.m.  
Thursdays – (cleanup day)  
Weekend duties will be by request.

**Uniform:** Please wear uniform shirts on Tuesday (blue) and Wednesday (yellow or orange).