# Food Pantry Volunteer

# ROBERT SMITH

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## Objective

Highly focused team player with excellent customer service and cash management record. Adept at handling multiple customer requests and concerns with the utmost professionalism and courtesy.

## Skills

Administration, Communication, Telecommunication, Public Speaking, Presentation.

## Work Experience

### Food Pantry Volunteer

**ABC Corporation** - September 2009 – April 2013

- Received, sorted, and prepared food donations for distribution.
- Organized resources, keep order in public spaces, and assist clients with their needs.
- Welcome clients and donors upon arrival.
- Assisted in carrying donations into the building.
- Prepared food bags for distribution to clients.
- Monitored public areas for cleanliness and order.
- Helped clients carry items out of the food pantry when they are unable to do it themselves.

### Food Pantry Volunteer

**Delta Corporation** - 2008 – 2009

- Maintain consistent food pantry stocks throughout store hours to assist food pantry.
- Delegated goals to peers while providing high-quality services to the clientele.
- Appointed key holder position for the facility during shift hours.
- Organized donated goods, packaged, and distributed non-perishables Served refreshments during events.
- Pack, receive, and restock product.
- Manage stock and inventory control.
- Ensure order accuracy.

## Education

Music Recording Technology - 2013(LaGuardia Community College - Long Island City, NY)

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