

VOLUNTEER OPPORTUNITY

(Updated: 12/3/25)

Position Title: Food Bank Volunteer

Agency Name: University District Food Bank

Agency Description: We serve the community of Northeast Seattle. Our mission is to support people experiencing food insecurity in Northeast Seattle by providing high quality, culturally familiar food and connecting them with vital resources. We work hard to provide fresh food with dignity to those accessing our services.

Position Description: We have many positions at the food bank! The best way to determine what is a good fit is to visit www.udistrictfoodbank.org/getinvolved. From here you can apply to volunteer to get started!

Qualifications:

To volunteer you must apply and follow the directions in your onboarding email. This will show you how to set up your schedule and guide you through the training needed to prepare you for your shift. This is the only qualification you will need to volunteer with us!

Total number of weekly hours: Any you wish to work!

Days/Hours: We have shifts Monday-Saturday

Number of openings: Many, we always have an open spot on almost any shift!

Start Date: Rolling- we are always accepting new volunteers.

Address: 5017 Roosevelt Way NE

City, State, Zip: Seattle, WA 98105

Contact Person: Volunteer Manager

E-mail Address: volunteer@udistrictfoodbank.org

Phone: 206-523-7060 extension 705

Web Address: www.udistrictfoodbank.org/getinvolved

Application Instructions:

We would love to have you volunteer with us for your Seattle Central credit! (Students who do not want credit are welcome to apply.) We serve thousands of households each week in our area of Seattle, and we are a good match for students who love food, community and working with the public. Come join us in this awesome work to help our communities be more food secure and connected to resources. We have a very open volunteer schedule Monday-Saturday and there are many opportunities to volunteer with flexibility.

We will have you onboard the same way as all our volunteers with a quick mention of how you get your Seattle Central paperwork filled out.

To get started please complete an application at:
www.udistrictfoodbank.org/getinvolved. You will find the link to the application on this page. Please apply as an individual/general volunteer.

After submitting your application, you will receive an automatic welcome email with instructions on how to onboard as a volunteer. This is online and self-paced and takes about an hour and a half. It consists of an orientation video, a tour video, agreement of policies and codes of conduct, and finally setting up a volunteer account in our portal. Set up your volunteer portal and self-schedule your first shifts. Following these instruction should get you scheduled for your first (and future) shifts.

For students who want to earn credit:

There are two ways you can get your CMS Volunteer Agreement signed.

1.) You can send a scan of the CMS agreement with your portion filled out to volunteer@udistrictfoodbank.org, and the Volunteer Manager will sign and send it back to you.

2.) Bring the CMS Volunteer Agreement to your first shift and leave at the volunteer manager's desk in the office. There are two wall files at her desk marked 'to be signed' and 'finished'. You can leave your paperwork in the 'to be signed' wall file and in the next day or so it will be finished, and ready for you to pick up. (Ask a staff if you cannot find these wall files.) Although you will be working with staff called floor managers during your shifts, please only have the volunteer management sign all paperwork for you.

After setting up your account and schedule, please come to your shifts! We have floor managers that will help guide you while volunteering, and they usually have circle ups and introductions before each shift. Please let them know you are new on your first few shifts so they can give you some extra guidance; they are there to support you!

Keeping track of your hours.

The University District Food Bank has an iPad that you sign in/out of every shift you work with us, and this keeps track of hours in your account. You also have a volunteer timesheet paper from Seattle Central to keep track of your hours. The UDFB volunteer portal will allow you to keep track of your hours worked and you can always view them by logging into your account and clicking 'hours'. We do not require set hours in volunteering with us, but it is helpful to pick a time each week. You can volunteer as much or as little as you like to get your hours, we have a very open schedule Monday-Saturday.

End-of-participation forms/other signatures needed

There are two other forms you need from staff when you have completed or are nearing completion of your hours. They are:

- Volunteer Timesheet
- Student Volunteer Evaluation

You can submit these documents the same way as your CMS Agreement form.

You can send scans of the forms to volunteer@udistrictfoodbank.org, and the Volunteer Manager will sign and send back to you.

You can bring the forms to the volunteer manager's desk in the office. There are two wall files at her desk marked 'to be signed' and 'finished', you can leave your paperwork in the 'to be signed' wall file and in the next day or so it will be finished, and ready for you to pick up. (Ask a staff if you cannot find these wall files.)

As indicated previously, you will be working with floor managers during your shifts, **but please submit your paperwork to volunteer management.**

We know you have completion deadlines from Seattle Central, so please plan accordingly. Please complete your hours and request end-of-participation documents in a timely manner so you can meet your deadline.

The orientation should answer any questions you have, but if you have more questions about volunteering with us, you can email or attend the drop-in office hours for volunteers on Wednesday, 12-2pm in the CC room at the food bank.

We look forward to working with you soon!