



VOLUNTEER POSITION DESCRIPTION **COUPON CLIPPER**

GOAL: Specific coupons are clipped from the booklets that apply to items our customers have recently ordered. Cub Foods honors these coupons and the funds are used to support our programs.

Duties and Responsibilities:

- Using the face sheet listing coupons needed along with a stack of booklets from which the coupons will be cut. Cut the coupons needed only. The face sheet is developed based on customer orders and created by an employee
- Coupons must be neatly cut, with corners and bar codes intact
- Sort the clipped coupons into piles (one for each coupon type) and paperclip them together. Sorted and paper-clipped coupons are left at or delivered back to the Store To Door office. Note the number of coupons clipped on the face sheet so we can adjust the number still needed to be cut
- After all the specified coupons have been clipped from a coupon booklet, the remainder of the booklet is recycled
- Either work in our St. Paul office or pick up booklets and return coupons within two weeks
- Must be self-directed and independent worker with clear communication skills or able to work with a team-member to complete the tasks. It is okay for people to work together as a pair or a leader coordinating the efforts of a group
- Physically able to cut coupons from booklets using scissors
- Detail-oriented, and have good organizational skills
- Maintain donor and customer confidentiality
- Communicate with Administrative Assistant for assignments and schedule
- Communicate with Volunteer Coordinator monthly volunteer hours

Requirements:

- Commitment of 2-4 hours twice per month, weekly or on a one-time basis
- Either work in our office or have the ability to pick up booklets and return coupons within a two week timeframe
- Fluency in English (read, write, speak, and understand)
- Interest or ability to learn about senior nutrition or helping senior citizens

Reports to:

Administrative Assistant for task supervision

For more information: Volunteer Coordinator

651 642 1892 X131
jeanne@storetodoor.org
1821 University Avenue W, Suite S112
St. Paul, MN 55104
www.storetodoor.org