



## VOLUNTEER POSITION DESCRIPTION **SHOPPER - GROCERY STORE**

**GOAL:** Using a detailed order placed by the customer, the volunteer shopper shops the individual grocery order during all or part of a shift at one of five Cub Foods locations (Bloomington, Crystal, Maplewood, St. Anthony or St. Paul). Shopper shifts begin at 6AM and end at 10AM. The customer pays for their own groceries.

### **Duties and Responsibilities:**

- Sign out and shop an individual customer grocery order, may do several during each shift
- Select each product according to brand, description and size, with attention to detail and accuracy. Contact the Store Coordinator when challenges occur
- Be informed about weekly Cub Foods sales. Review before shift begins
- Serve as part of a team, partnering with fellow shopper to double check accuracy of shopped items in each cart for each order
- Assist in loading totes during check out process
- Maintain customer confidentiality and professionalism while shopping
- Inform the Store Coordinator of schedule changes (short-term or long-term) and issues with fulfilling grocery orders for customers
- Inform the Volunteer Coordinator of hours, moving, issues and resignation

### **Requirements:**

- Attention to detail and ability to read product labels
- Dependability (attend on a regular schedule)
- Fluency in English (read, write, speak, and understand)
- Physical ability to stand, walk and reach for items while shopping for 1 - 3 hours and lift groceries (10 lbs)
- Ability to commit 2-4 hours, one day a week or twice per month for a duration of six months or more (schedule variations are allowed with advance notice)
- Participation in required training

### **Reports to:**

- The Store Coordinator for store's daily operations, serves as the shift supervisor
- The Volunteer Coordinator for all administrative or personnel concerns

**For more information:** Volunteer Coordinator: Jeanne Tramel Rasmussen  
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