



## **Clerical Volunteer Job Description**

**(Bismarck)**

Volunteer Job Title: Clerical Volunteer - Bismarck  
Reports to: Rachel Monge, Ron Walters  
Scheduled shift: Monday-Friday  
Hours may vary  
Location: GPFB Bismarck Office  
721 Memorial Hwy  
Bismarck, ND 58504

### Position Overview

The Clerical Volunteer - Bismarck position supports food bank staff, donors, volunteers, and partner agency representatives by assisting with phone calls, filing, data entry and other daily office tasks.

### Job Duties:

- Answer phone calls and refer them to appropriate staff members or partner agencies
- Take down voicemails and email them to appropriate staff members
- Assist with mailings, filing, and follow-up with stakeholders
- Perform data entry and help with any inventory software needs
- Organize, clean, and maintain office space & supplies
- Assist with walk-ins & processing incoming food donations
- Other duties as assigned

### Qualifications:

- Must be 18 or older
- Must pass a background check
- Can commit at least 3 months

### Required Knowledge, Skills, & Abilities:

- Ample computer knowledge & skills
- Excellent interpersonal communication skills
- Ample organization skills
- Knowledge of food safety standards
- Knowledge of the charitable feeding network
- Able to sit/stand for extended period

### Preferred Certifications:

- Food Safety
- Microsoft Office