

# METROCREST SERVICES VOLUNTEER OPPORTUNITIES DURING COVID-19

Metrocrest Services is still operating during regular business hours, and is in need of volunteers to assist the food pantry so they can continue to serve our neighbors in need during this difficult time. **Minimum volunteer age for this activity is 13 years old, volunteers aged 13- 15 must volunteer with a parent.**

**Due to COVID-19, please be advised that we are following the CDC recommendations we are asking that you do not sign up for shifts if:**

- You are exhibiting flu like symptoms: fever, coughing, or respiratory strain (shortness of breath, difficulty breathing)
- Have had direct contact with a person confirmed for Coronavirus (COVID-19) or under investigation for Coronavirus (COVID-19) and have not tested negative or been symptom free for 7-days

Your health and safety is our top priority and concern!

**Volunteer tasks reflect new COVID-19 social distancing guidelines:**

- The number of volunteers per shift has been limited to a maximum of 8-10 at any time
- Volunteers will have their temperature taken during check in
- Volunteers must maintain social distancing while volunteering
- Volunteers must wear a mask during their shifts. Metrocrest Services will provide masks.

Follow this link to create an account <https://metrocrestservices.secure.force.com/volunteers/Application>

Once you submit your application you will automatically receive a confirmation email that your account was created and you will receive a link to our job site to sign up. I have also included the links to sign up for each job following the shift descriptions.

If you have any additional questions please feel free to contact Volunteer Manager Brittnei Coe at [bcoe@metrocrestservices.org](mailto:bcoe@metrocrestservices.org)

## **Drive Thru Food Pantry**

**Location: Metrocrest Services** 13801 Hutton Dr. # 150 Farmers Branch, TX 75234

**Job Description:** Volunteers will help load up clients' vehicles with food, meat, milk, hygiene items, produce and boxes of shelf stable food items. Volunteers will also help sort and process incoming donations and deliveries.

**Qualifications:** This is a fast-paced and physically-demanding activity. Volunteers must be comfortable with moving and standing for extended periods of time, and be comfortable with lifting up to 40 lbs. Closed-toed shoes are required for volunteers' safety. **This volunteer activity takes place outdoors, rain or shine.**

**Shift opportunities:** Monday - Friday 8 am to 11:30 am, 11:00 am to 1 pm, and 1:30 pm to 5 pm and Saturdays 8:30am to 1 pm. Shifts are available on a first-come- first serve basis.

**Click here to sign up:**

**Weekday Shifts :** <https://metrocrestservices.secure.force.com/volunteers/?jobid=a0T4M00001R5lwO>

**Saturday Shifts:** <https://metrocrestservices.secure.force.com/volunteers/?jobid=a0T4M000020x6lf>

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## COVID-19 Food Box Assembly

**Location:** Metrocrest Services Warehouse 2244 Havenhurst # 410 Farmers Branch , TX 75234

**Job Description:** Volunteers will assembly bags and boxes of shelf stable food items that will be distributed through our Drive-Thru Food Pantry, as well as sorting and processing donated food items. This job does not interact with clients, only Metrocrest Services staff, and the other volunteers serving with you.

**Qualifications:** Volunteers must be comfortable with moving and standing for extended periods of time, and be comfortable with lifting up to 5-15 lbs.

**Shift opportunities:** Shifts will be 9am to 11 am and 12 pm to 2 pm Tuesday-Thursday. There are a maximum of 6 volunteer spots available per shift.

**Click here to sign up:** <https://metrocrestservices.secure.force.com/volunteers/?jobid=a0T4M00002HvWYc>

## Metrocrest ReSale

**Location:** Metrocrest ReSale 2661 Midway Rd. # 207 Carrollton, TX 75006

**Qualifications:** Volunteers must be comfortable with moving and standing for extended periods of time, and be comfortable with lifting up to 5-15 lbs.

**Shift opportunities:** Shifts are Monday, Wednesday, Thursday, Friday, and Saturday 10 am to 2 pm, and 2 pm to 6 pm.

**Click here to sign up:** <https://metrocrestservices.secure.force.com/volunteers/?jobid=a0T4M00001R5lyP>

### **Volunteer duties include but are not limited to:**

- Receiving, Sorting, and processing donated items including but not limited to: books, clothing, electronics, household items, and furniture
- Store Maintenance, ensuring our store remains attractive by keeping the store tidy and clean
- Stocking sales floor based on Store Managers' direction
- Performing other additional duties as needed.

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## **FAQ**

### **Could I bring my children to volunteer?**

- Yes, as long as they meet the minimum volunteer age of 13 years old.

### **Can I bring a friend or co-worker?**

- Yes, our volunteer management system will allow you to add multiple volunteers during sign up as long as the number entered does not exceed maximum number of available spots remaining. If you receive an error message while trying to add multiple volunteers, you may need to lower the number you are attempting to sign up until the system accepts.

### **Can I bring items to donate with me when I come to volunteer?**

- Absolutely! We can provide a donation receipt if you would like one.

### **What if I can no longer volunteer for my shift?**

- Cancellation instructions will be provided with your confirmation details, we ask that you cancel as early possible when you are no longer able to volunteer. That will give us enough lead time to try and fill the gap in coverage.

**Due to CDC guidelines on gathering and social distancing, it is mandatory that all volunteers schedule themselves online for shifts, rather than just showing up on site. We value your time, and want to ensure we have work for you while not exceeding the current gathering guidelines.**