

# Volunteering

Have time to spare? Westside Food Bank could use you! Please also consider participating in our annual Hunger Walk!

## Occasional - Food Sorting

(Food Bank Warehouse in Santa Monica, various times)

Food sorting involves coming to our warehouse to organize and box food that we have received during food drives. All ages can participate. (Great family-friendly service opportunity) E-mail Allison Griffith and she will let you know about upcoming food sorting events which usually take place during afternoons, weekends and evenings.

## Occasional - Office Volunteering

(Food Bank Office in Santa Monica, weekdays)

Office volunteering involves coming to our office to help with various office related tasks. We can use volunteers on an occasional or longer-term basis. Volunteers should at least be familiar with Microsoft Word and basic computer operations. Currently, we could use volunteers to assist with the following:

- Preparation of mailings and thank-you letters
- Filing, copying and other routine office tasks
- Data Entry
- Scanning documents into our document management system

Please e-mail or telephone Allison Griffith to discuss office volunteering opportunities.