

# Volunteer Activity Description and Schedule

## Activity Overview

Activity Title: Annual Community Food

Organizing Entity: City Food Bank Coalition

Location / Venue: Main Warehouse, Bay 4

Lead Coordinator: Alex Rivera

Coordinator Contact: 555-0142

Brief Description: Sorting, packing, and labeling

## Volunteer Shift Schedule

Date	Start Time	End Time	Specific Role / Duty	Slots Allocated
November 18	08:00 AM	12:00 PM	Unloading & Intake Sorting	10
November 18	01:00 PM	05:00 PM	Packaging & Labeling	15
November 19	09:00 AM	01:00 PM	Inventory Quality Control	8
November 19	02:00 PM	06:00 PM	Distribution Loading	12

## Important Safety & Checklist Notes

Dress Code Policy: Closed-toe shoes are mandatory

Parking Details: Free parking is available in the rear lot