

Online Market Volunteer Position Descriptions

Summer 2026

Due to the lack of air conditioning in the Online Market building, there will be changes to where online market orders will be packed and distributed. These volunteer positions listed below will be active during the summer months and we plan to go back to our previous schedule once cooler days are more regular in the Fall.

Online Market Set Up + Fulfillment (Summer)

During the summer months, the Online orders will be packed and distributed from the In-Person market.

The set up volunteer will help set everything up for this to happen.

After setting up the inventory and materials, this volunteer will pack online orders.

Tasks include:

- Use a large cart to move items from the Online Market to the In-Person Market
- Set up online market items in the In-person market and lobby for online order fulfillment
- Pack and unpack online orders
- Other tasks as needed

Skills/Abilities

- Must be able to lift and push 30 pounds

Location:

- Start your shift in the online market (Suite 101)
- End your shift in the in-person market (Suite 118)

Order Fulfillment + Clean Up (Summer)

During the summer months, the Online orders will be packed and distributed from the In-Person market and lobby.

During this shift, you will help pack orders and clean up at the end of your shift so the market is in good condition for in-person shopping the next day.

Tasks include:

- Filling and unpacking orders
- Culling produce
- Cleaning carts & sweeping
- Taking out trash & compost
- Shuttle food between online and market warehouses
- Other tasks as needed

Skills/Abilities

- Must be able to lift 5 pounds

Location:

- Start your shift in the in-person market (Suite 118)

Online Market Floater (Summer)

During the summer months, the Online orders will be packed and distributed from the In-Person market.

The Online Market Floater will help out as needed to make sure things put away and prepared for the next day.

Tasks Include:

- Moving items from the in-person market to online market for storage
- Help prepare tasks and things for the next day
- Move pallets
- Unpack & move boxes
- Restock fridges/freezers
- Assist with organizing product
- Take out trash/compost
- Bring cardboard boxes to online market from the warehouse.
- May also be asked to complete Online Market shift responsibilities (pack orders, cull produce, cleaning, etc.)
- Other tasks as needed

Requirements

- Must be able to lift and push 30 pounds
- able to use the pallet jack
- must be at least 19 years old

Location:

- Start your shift in the in-person market (Suite 118)
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Online Market Greeter (Summer)

During the summer months, the Online orders will be packed and distributed from the In-Person market.

The first hour of this shift, you will help fill orders.

Once distribution begins, you will greet neighbors and make sure they get their order.

Tasks Include:

- Filling and unpacking orders
- Greet neighbors as they arrive in their cars to pick up their orders.
- Document name and/or household number and car type/location for volunteers
- Assign order to a volunteer to collect and take it out to the car.
- Other tasks as needed

Requirements

- Respectful customer service
- Attention to detail

Location:

- In-person market (Suite 118)
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Traffic Flow Coordinator (Summer)

During the summer months, the Online orders will be packed and distributed from the In-Person market.

As a result of this change, neighbors who have placed an online order may not know where to go to pick up their order.

This volunteer role will help direct neighbors on where to go to pick up their orders and where they can park if they need to wait for their order to be packed.

There will be one volunteer stationed along Hobson Valley drive and one in the online market lobby to direct neighbors.

The lobby is air conditioned. Volunteers will rotate between locations to get a break from the weather.

Tasks Include:

- Directing neighbors and cars where to go to pick up their orders and where to park
- Answering questions

Requirements:

- must be able to stand in the heat or rain (with breaks)
- Respectful customer service

Location:

- Start shift and check in with staff at the In-person market (Suite 118)
- During the shift, rotate between Hosbon Valley Drive and Online Market lobby

Special Delivery Greeter + Distributor (Summer)

Our special delivery pick ups happen in the Online Market.

This volunteer will greet DoorDash drivers and Myer Commons Delivery volunteers in the online market and help the drivers to load their vehicles with the correct orders and make sure they get all their boxes.

Depending on the weather, the Online Market can be hot and uncomfortable, so only sign up for this shift if you can tolerate hot conditions.

Tasks Include:

- Greet drivers as they arrive in their cars to pick up their orders.
- Confirm that drivers receive the accurate orders and number of boxes
- Help drivers load orders into their vehicles
- Other tasks as needed

Requirements

- Respectful customer service
- Attention to detail
- Able to lift 30 pounds
- Able to tolerate hot environments

Location:

- Online Market (Suite 101)
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Special Delivery Order Fulfillment (Summer)

During this shift, you will help pack orders for our special deliveries (DoorDash, Myers Commons) and clean up at the end of your shift in the Online Market.

Depending on the weather, the Online Market can be hot and uncomfortable, so only sign up for this shift if you can tolerate hot conditions.

Tasks include:

- Filling and unpacking orders
- Culling produce
- Cleaning carts & sweeping
- Taking out trash & compost
- Other tasks as needed

Skills/Abilities

- Must be able to lift 5 pounds
- Able to tolerate hot environments

Location:

- Online Market (Suite 101)