

Job Description
Porchlight Products Sampling Volunteer
(Reports to Kitchen Manager)

PRIMARY FUNCTIONS

Porchlight Products is a job-training program for individuals with disabilities who have previously experienced homelessness. We produce high-quality jams, pickles, and baking mixes. Porchlight Products sampling volunteers are responsible for conducting marketing of Porchlight Products in Madison-area grocery stores and other locations through sampling (product demonstrations). Porchlight Products sampling volunteers are also responsible for proper handling and storage of food samples, keeping the sampling area clean, and observing proper sanitation and hygiene while sampling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Volunteer will begin each 3-4 hour shift at the Porchlight Products kitchen. Shifts are typically late afternoons, early evenings, and weekends.
- Volunteer will go to the scheduled site with one or more Porchlight Products to sample. Sanitary rubber gloves are provided, along with other items needed to sample the product (napkins, plates, toothpicks, crackers, etc.). Most stores supply a table or cart, but volunteer brings a folding table and tablecloth as well.
- Volunteer must wear a hairnet or a hat, or have hair tied back.
- Volunteer will contact store or other location management to inform them they are beginning sampling and follow any instructions from location management.
- Volunteer will know where Porchlight Products are located in the store and take some of the products to the sample table to provide to customers if they request (customers will still purchase these items through the standard check-out process). Volunteer will also know the approximate product prices and can direct customers to the correct aisle and advise of price.
- Volunteer will encourage shoppers to sample the product and talk to them about Porchlight's mission as well as how our products are made. Porchlight will provide training, talking points, and brochures.
- Volunteer may not consume products or other food/drink (other than bottled water brought into the store) while sampling.
- Volunteer will clean up the area and return all products to the location in the aisles once sampling is done. Volunteer will pack up all sample materials and return them to Porchlight. Unused product must be refrigerated.
- Sampling may be conducted on teams or individually. Training will be provided until the volunteer is comfortable sampling independently.
- Volunteer must be punctual and reliable. Sampling is set up in conjunction with businesses ahead of time, and both Porchlight and the businesses depend upon the sampler showing up.
- Volunteer will ensure proper sanitation, hygiene, and cleanliness of the sampling area.
- Volunteer will alert the Kitchen Manager of any problems or issues as they arise.