

Grocery Card Volunteer job description (1 of 2 positions)

General

Purchase supplies - envelopes, labels, stamps
Check grocery email periodically and respond
(dpagrocery@dawsonschool.org, pw grocery 01

Registration/Holiday coffee/DPA meetings/other events

Attend events and sell cards
Record sales

Monthly grocery card orders:

Keep master grocery card file up to date on google drive

Coordinate monthly inserts with development office (Lindsay Eddy) and marketing (Sarah Amirani), or create insert if needed

Print \$ labels as needed

Print address labels for monthly mailing and prepare envelopes

Help with picking up grocery card orders as needed

Monthly work session with Dana to process orders (2- 3 hours)

Print grocery card file spreadsheet (2 copies) for work day

Print Direct debit portion of spreadsheet and deliver to Lisa Mohan

Reconcile King Soopers cards vs orders

Mail monthly orders.