



## **Volunteer Position Description** **Food Bank Volunteer**

**PURPOSE:** To provide quality food items including fresh products and gifts to client.  
Monday and Tuesday: non-client facing, assist to empty donations and stock shelves  
Wednesday to Friday: client facing, assisting clients in Food Market, stock food bank shelves  
*Note: You may NOT be a client of the food bank & volunteer at the food bank, as of Sept. 2018.*

### **SKILLS / QUALIFICATIONS:**

- Good physical health.
- Ability to lift up to 40 lbs of weight several times during the shift.
- Good mobility required for bending and reaching etc.
- Basic understanding of English language.
- Strong interpersonal and communication skills.
- Ability and willingness to work in a team environment.
- Warehouse experience will be an asset.

### **REPORTS TO:**

Social Support Program Coordinator, Shivana Sankar (416-847-4142).

**DESIRABLE CHARACTERISTICS:** Reliable, trustworthy, patient, punctual, warm and caring.

### **RESPONSIBILITIES:**

- Sort and stack items in an orderly manner on the shelves.
- Ensure product quality – check expiry dates etc.
- Clearly mark items to be discarded.
- Ensure the sorting area is safe – maintain clear walkways and exits.
- Unload items from the vehicle upon arrival.
- Use correct body mechanics while lifting heavy items.
- Ensure storing bins are clean and properly covered.
- Maintain inventory records as required.
- Ensure personal hygiene and cleanliness.
- Maintain confidentiality.

**LOCATION:** 4100 Lawrence Avenue, East. Scarborough.

### **ORIENTATION & TRAINING:**

On-the-job training with the Program Coordinator. Attend periodic in-service education sessions when offered. Take SCHC Volunteer Training, facilitated by the Coordinator of Volunteer Engagement.



**TIME COMMITMENT:**

A minimum of one half-day per week, Monday to Friday.

The shift timings are: either 9 am to 12 pm OR 1 pm to 4 pm for a period of at least SIX months.

**BENEFITS:**

- Develop time management, inventory-control and coordination skills.
- Develop inter personal and communication skills by working in a team environment and interacting with clients.
- Gain experience while contributing to an efficient functioning of a non-profit, multi-service community based organization.
- Satisfaction of giving back to the community.

Sept. 2018