



### **Meal Program Volunteers (Lawrence East Partnership Program)**

**PURPOSE:** To prepare and serve a hot lunch to clients at 4175 Lawrence Ave E and the surrounding community on Fridays.

#### **SKILLS / QUALIFICATIONS:**

- Commitment to supporting diverse individuals in a community engagement setting
- Ability to express compassion and empathy for those living on a low income
- Excellent customer service skills
- Strong interpersonal and communication skills
- Strong organization skills
- Safe Food Handling Certificate, or willingness to obtain one
- Ability and willingness to work in a team environment
- All volunteers will be required to do a Police Reference Check

**REPORTS TO:** Community Hub Coordinator

#### **RESPONSIBILITIES:**

- Prepare café/community kitchen prior to program start
- Clean café/community kitchen at the end of the program day
- Provide appropriate support and service to clients while they are accessing this service
- Experience with healthy meal planning for large groups (preferred)
- Ensure work area is safe, clean and organized
- Application of safe food handling techniques
- Ability to lift up to 30 lbs
- Accurate reporting of number of clients served

**LOCATION:** 4175 Lawrence Avenue, East. Scarborough

## **ORIENTATION & TRAINING:**

Program-specific orientation and training provided by the Community Hub Coordinator and/or member of the Community Engagement Team. One-on-one mentoring and on-the-job training with staff and/or experienced volunteers will be provided. Attend periodic in-service education sessions when offered. Attend agency Orientation Session once, facilitated by Volunteer Program Coordinator.

## **TIME COMMITMENT:**

Fridays (except for Statutory Holidays) from 9 am to 3pm

9am-2pm (Preparation, Delivery of Meal, Clean-up)

**All volunteers are asked for a commitment period of at least 6 months -1 year.**

## **BENEFITS:**

- Develop interpersonal 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.
- Engagement with community members in a unique setting.

## **CONTACT:**

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