

Bissell Centre Volunteer Job Description

Job Title	Food Room Volunteer
General Description	Volunteer will help staff collect donated food for the effective distribution to program participants with food insecurity
Qualifications	<ul style="list-style-type: none"> • Knowledge of the inner city, its issues and the work of the Bissell Centre • Understanding of the importance of, and maintaining, client confidentiality • Courtesy towards clients • Good personal hygiene • Safe food handling practices • Capable of working independently and collaboratively • Reliable and trustworthy • Good attention to detail
Responsibilities	<ul style="list-style-type: none"> • Receive and document food donations • Sort, repackage, label, and store foods • Fill food orders • Facilitate meal service • Clean equipment, utensils, and work surfaces • Do other related duties as assigned
Commitment	<ul style="list-style-type: none"> • One shift per week minimum • Shifts: 8:30 am – 12 pm or 1 pm – 3:30 pm Monday to Friday • Variable Hours between 8 am – 5 pm (Upon request)
Training	<ul style="list-style-type: none"> • Orientation to Bissell Centre • On-the-job training from supervisor
Screening Measures	<ul style="list-style-type: none"> • Application form, Police Information Check, Interview and Reference Checks
Benefits	<ul style="list-style-type: none"> • Volunteer will gain understanding of Bissell Centre clients and inner city issues • Volunteer will have the opportunity to assist low income people to meet their nutritional needs

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