



VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Food Bank Volunteer	SUPERVISOR: Administrative Supervisor, Health Promotion
DATE PREPARED: April 2023	OTHER DIRECTION RECEIVED FROM: Food Room Facilitator & 5Ps Program Coordinator

POSITION SUMMARY:

The food distribution program receives a variety of perishable and non-perishable items that are made available for the Parkdale Parents Primary Prevention Project Program (5Ps) participants.

Volunteers support staff in receiving the food delivery, sorting, and bagging food items for distribution to program participants. We are looking for 3-4 self-motivated individuals who are comfortable working both on their own and in a team.

Please note that we request a minimum 6-month commitment from all volunteers.

RESPONSIBILITIES:

- Help offload boxes from the delivery truck pallets and transport them on carts to the program room
- Help unpack boxes and sort food
- Inspect items for freshness and appropriateness for program participants
- Read the labels to determine best before and expiry dates
- Label food as appropriate for distribution
- All above under guidance of the Food Room Facilitator

QUALIFICATIONS:

- Ability to work with diverse community members of Parkdale
- Excellent interpersonal and communication skills
- Ability to lift up to 25lbs without adverse effects
- Safe Food Handling certification is an asset

HOURS:

Volunteer services for this position are required at PQWCHC Satellite location at 27 Roncesvalles Ave. Suite 503, on *Tuesdays from 9:00 am to 1:00pm. As we do not have a set time when the delivery will arrive, some of this time includes waiting for the delivery truck.

*Our deliveries were reduced from weekly to alternate Tuesdays due to COVID. The program plans to return to weekly deliveries in future.

Interested candidates can contact Tricia Williams: twilliams@pqwchc.ca