



**PARKDALE  
QUEEN WEST**  
Community  
Health Centre

## **VOLUNTEER JOB DESCRIPTION**

<b>POSITION TITLE:</b> Food Set-up and Distribution Volunteer	<b>SUPERVISOR</b> 5Ps Program Coordinator/Dir Health Promotion & Community Engagement
<b>DATE PREPARED:</b> September 13, 2019	<b>OTHER DIRECTION RECEIVED FROM:</b> 5Ps Program Coordinator & Food Program Assistant

### **POSITION SUMMARY:**

The Friday Food Cupboard program receives a variety of perishable and non-perishable items that are made available for Feeding Tiny Souls Infant Feeding Program participants with infants 0-6 months of age. Participants also receive TTC tokens to help them attend the program.

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

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

### **RESPONSIBILITIES:**

- Help unload boxes from the food bank delivery truck (able to lift up to 25 lbs without adverse effects)
- Help unload the boxes and sort food into categories
- Open boxes and 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 with assistance from the Food Program Assistant

### **QUALIFICATIONS:**

- Criminal Police Check essential
- Ability to work with diverse community members of Parkdale
- Strong communication skills

### **HOURS:**

Volunteer services for this position are required at Queen/Roncesvalles on Fridays for the duration of the Friday Food Cupboard program from 10:00 am. – 12:30 pm.

Interested candidates can contact Courtney McFarlane: [cmcfarlane@pqwchc.ca](mailto:cmcfarlane@pqwchc.ca)