



**PARKDALE
QUEEN WEST**
Community
Health Centre

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Food Bank Distribution Volunteer	SUPERVISOR Admin Supervisor-Health Promotion
DATE PREPARED: July 2024	OTHER DIRECTION RECEIVED FROM: Food Program Assistant
START: September 2024	

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 (5Ps) Program participants.

Volunteers support staff in distributing these items to program participants. We are looking for self-motivated individuals who are comfortable working as part of a team.

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

RESPONSIBILITIES:

- Retrieve food bank items to help clients access what is available
- Read labels and assist clients, when necessary, with basic information about what the items are and details such as best before and expiry dates
- With assistance from the Food Program Assistant keep stock of inventory
- As needed, assist clients with access to additional items such as baby diapers, formula and clothing donations
- Assist with general maintenance of the food bank area as needed
- Help with room setup and cleanup

QUALIFICATIONS:

- Criminal Police Check essential
- Ability to work with diverse community members of Parkdale
- Excellent interpersonal and communication skills
- Ability to lift up to 25 lbs without adverse effects, if necessary
- 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 Fridays from 10am to 1pm.

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