

## Title: Food Security Volunteer – Food Bank

### Purpose:

The core purpose of a food bank volunteer is to assist the organization in providing food assistance to those in need. Volunteers play a crucial role in the day-to-day operations of a food bank and help ensure that the organization is able to effectively serve its community.

### Job Classification:

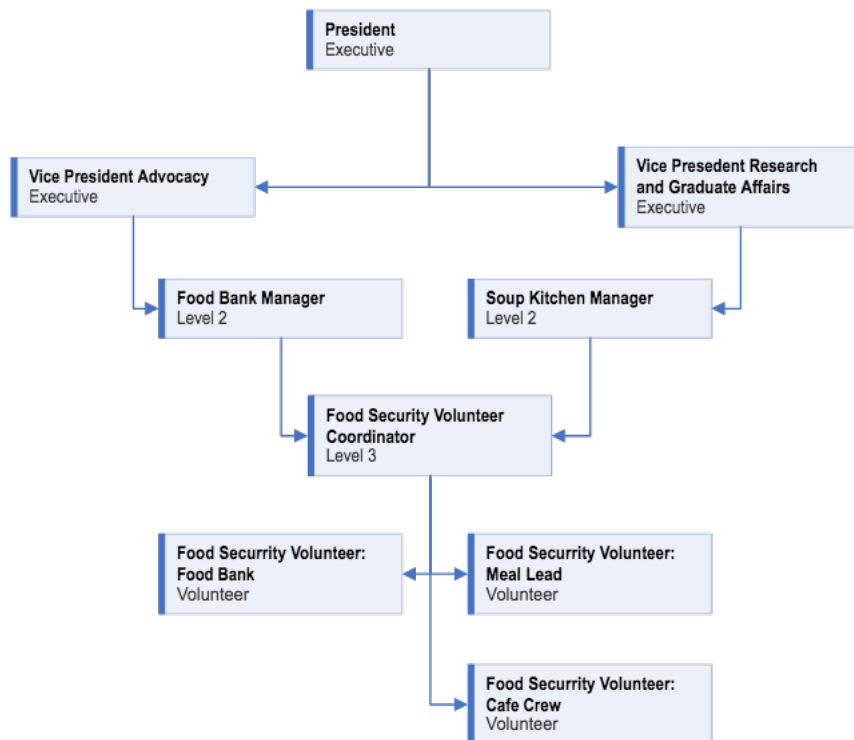
Volunteer

### Compensation:

This position is not compensated monetarily. Food Security Volunteers are expected to commit at least one hour per week on average.

### Reporting and Supervision:

This position reports to the Food Security Volunteer Coordinator. During shifts, this position will report to the Food Bank Manager as required.



### Duties and Responsibilities:

#### *Essential Duties*

Assist in sorting and organizing food donations.

Help distribute food to clients in a respectful and dignified manner.

Assist with inventory management and stocking of shelves.

Keep the facility clean and organized.

Follow food safety guidelines and procedures.

Provide excellent customer service to clients and other volunteers.

Registering new clients with Link-2-Feed.

Attend training sessions and meetings as required.

#### *Other Duties*

Assist with fundraising events and initiatives.

Help with outreach efforts to raise awareness about the food bank and its services.

Participate in food drives and other community events.

Assist with administrative tasks such as data entry and filing.

#### *Key Responsibilities*

Arrive on time for scheduled shifts and complete assigned tasks

Follow food bank policies and procedures

Maintain confidentiality of client information

Treat all clients, staff, and volunteers with respect and dignity

Report any issues or concerns to the food bank manager or supervisor.

#### *Governance and Service*

There are no governance or service responsibilities associated with this role.

#### **Required Qualifications:**

##### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

##### *Experience*

No prior experience is required.

##### *Knowledge, Skill and Abilities*

Knowledge of food safety and sanitation practices, or the ability to learn them..

Ability to follow directions and work collaboratively as part of a team.

Strong communication and interpersonal skills to interact with clients, staff, and other volunteers.

Basic math and computer skills may be needed to help with inventory management and data entry.

##### *Behavioural Competencies*

Reliability and dependability to show up on time and consistently for scheduled volunteer shifts

Compassion and empathy for those facing food insecurity

Cultural sensitivity and respect for diverse backgrounds and experiences

Flexibility and adaptability to work in a fast-paced, dynamic environment and adjust to changing tasks and priorities

Positive attitude and willingness to learn and take on new challenges.

Ability to maintain confidentiality and work independently or collaboratively as part of a team.

**Preferred Qualifications:**

Prior volunteering experience, particularly in a nonprofit or social service setting.

Experience working with diverse populations, particularly those facing food insecurity.

**Mental/Physical Effort and Working Conditions:**

The work environment can be noisy, fast-paced, and require standing for long periods of time. It may also involve working in a hot and humid environment, and handling sharp tools and equipment.

The job requires good physical stamina and the ability to perform physically demanding tasks, such as lifting heavy objects, bending, and twisting.

People in this role will be interacting with students experiencing food insecurity, who may themselves be experiencing high levels of stress. This can be stressful for those working in this position.