



Giving Hope Today

The Salvation Army Centre of Hope Volunteer Role Description

TITLE OF POSITION: COBS Bakery Pick-up Volunteer

LOCATION/PROGRAM: The Centre of Hope Warehouse, Community and Family Services and COBS Bakery

DESCRIPTION OF ASSIGNMENT: Pick up donation in community and deliver to Centre of Hope warehouse/kitchen

SPECIFIC DUTIES:

- Sign-out program vehicle and pick up keys from Administration Office
- Pick-up donation from COBS Bakery at 7:50pm (20 minute pick-up window), return donations to The Centre of Hope
- Use provided equipment during pick-up (ex. Latex gloves and hairnets)
- Record donation information in provided document
- Sign-in program vehicle and return keys to Administration Office, park vehicle in designated area and complete vehicle log

QUALIFICATIONS:

Volunteer must be at least 18 years old, with exceptions at the sole discretion of The Salvation Army. Valid Ontario Class "G" Driver's License and a copy of a driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
Must be willing and able to lift up to 30lbs.
Must be able to stand or walk for the majority of the shift.
Must have excellent interpersonal skills.
Must be able to follow instructions and work at a fast and safe pace.

SCHEDULE: 1 evening per week; 1 – 4 times per month

LENGTH OF COMMITMENT NECESSARY: Minimum of six months

STAFF SUPERVISOR: Community & Family Services Program Coordinator

ADDITIONAL INFORMATION:

The role involves handling fresh baked goods.
Punctuality, attendance, attention to detail, cooperativeness and adherence to safety guidelines are imperative.
Dress code and other professional standards must be adhered to.
Confidentiality is expected.
Steel Toe Work Boots/Shoes or approved alternative must be worn at all times.
Provide own transportation to and from The Centre of Hope

Revised May 2020