



Giving Hope Today

The Salvation Army Centre of Hope Volunteer Role Description

TITLE OF POSITION: Food Distribution Hub Sorting and Packing Volunteer

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

DESCRIPTION OF ASSIGNMENT: Sorting and packing of food/items for distribution

SPECIFIC DUTIES:

- As assigned by the Food Distribution Worker, sort and pack food being distributed to London Food Coalition members
- Assist in the loading of outgoing food
- Various related tasks as requested by Food Distribution Worker
- Assist with transporting food from warehouse to Food Bank and stocking Food Bank shelves

QUALIFICATIONS:

Must be at least 18 years of age.

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: Minimum four hours weekly, one day per week between 10am-2pm

LENGTH OF COMMITMENT NECESSARY: Minimum of six months

STAFF SUPERVISOR: Program Coordinator

ADDITIONAL INFORMATION:

The role involves handling fresh produce, dairy products, packaged meats and other food items.

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.

Revised May 2020