



Giving Hope Today

The Salvation Army Centre of Hope Volunteer Role Description

TITLE OF POSITION: **Warehouse Volunteer**

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

DESCRIPTION OF ASSIGNMENT: Keeping the warehouse organized and supporting the food bank where required

SPECIFIC DUTIES:

- Unpacking and Sorting food
- Sorting and packing donations
- Bringing items or stocking shelves in food bank as requested by C&FS/Warehouse staff
- Checking expiry dates (and discarding expired or damaged product)
- Breaking down boxes
- Various related tasks as requested by Staff Supervisor
- Assisting in pick-ups in community

QUALIFICATIONS: Must be at least 18 years of age and provide The Salvation Army with a police record check. Punctuality, attention to detail, cooperativeness, organization, ability to follow direction and adherence to safety guidelines are imperative. Must be able to stand and be physically active for long periods of time and willing and able to lift boxes weighing up to 30lbs. Dress code and other professional standards must be adhered to. Confidentiality expected. No experience necessary.

SCHEDULE: Minimum four hours, one day per week

LENGTH OF COMMITMENT NECESSARY: Minimum of 6 months

STAFF SUPERVISOR: Program Coordinator (working with Food Distribution Worker)

ADDITIONAL INFORMATION:

Must wear work boots/work shoes – can be provided.

Revised May 2020