



Centre de ressources communautaires RIDEAU–ROCKCLIFFE Community Resource Centre

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

Volunteer Positions to Fill

1) **Position Title:** Greeter and Appointment Verification

Supervisor: Patricia Lau

Purpose: Greet clients when they come in for pickups and verify their appointment information.

Time Commitment: On-going

Required: 2 valid doses of COVID19 vaccinations

Qualifications: Good customer service skills, Courteous, reliable, punctual and be able to work in a fast pace environment

Description: This is a standing and walking position

Contact with community members: Yes

Tasks:

- Greet community members and verify appointment on the registration sheet
- Provide face mask if asked
- Assure that community members sanitize their hands before coming in
- Assure that community members keep 2 metres distance between each other
- Report any client problem to supervisor

Time and day:

- Wednesday: 1:00pm to 4:00pm (1 volunteer)
- Friday: 9:00am to noon (1 volunteer)
- Start date: As soon as possible

Other:

Free parking is available. We have a bus stop right at the front entrance.

We provide hand sanitizer and we keep 2-meter distance as required

Sign in sheet when arriving.

Located at 815 Blvd St Laurent (north side of the building)



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2) Position Title: Warehouse organizer (One volunteer)

Supervisor: Patricia Lau

Purpose: Maintain the warehouse flow. Keeping products up to date.

Time Commitment: On-going

Required: 2 valid doses of COVID19 vaccinations

Qualifications: Organized, punctual and team player

Description: This is a standing and walking position.

Contact with community members: No

Tasks:

- Receive incoming Food Bank donations
- Open donated boxes and verify Best by date
- Organize quantity and spacing of donations into warehouse following existing warehouse floor plan
- Maintain the inventory
- Ensure a proper rotation of all products that are coming in and leaving our warehouse. Specifically keeping an eye out for the best by dates.
- Check for product codes to verify actual product date following existing binder code or call the product company to inquire about the code
- Communicate about the new codes date to the manager to create a file for the new product
- Heavy lifting is required (not more than 25 pounds)

Time and day:

- Tuesday 9:00pm to noon (1 volunteer)
- Thursday 1:00pm to 4:00pm (1 volunteer)
- Start date: As soon as possible

Other:

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3) **Position Title:** Community Hamper Distributer

Supervisor: Patricia Lau

Purpose: Serve the community during pickup

Time Commitment: on going

Required: 2 valid doses of COVID19 vaccinations

Qualifications: Good customer service skills, reliable, punctual and able to work in a team

Description: This is a standing and walking position

Contact with community members: Yes

Tasks:

- Distribute hampers to Clients picking up at the Food Bank
- Refill distributed products
- Heavy lifting is required (not more than 25 pounds)
- Help cleaning up and restock shelves

Time and day:

- Friday 9:00 am to 12:30pm
- Start date: As soon as possible

Other:

Free parking is available. We have a bus stop right at the front entrance.

We provide hand sanitizer and we keep 2-meter distance as required

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4) **Position Title:** Product Categorizer

Supervisor: Patricia Lau

Purpose: Separate, divide and categorize items for distribution

Time Commitment: On-going

Required: 2 valid doses of COVID19 vaccinations

Qualifications: Attention to detail, reliable, punctual and team player

Description: This is a standing and walking position

Contact with community members: No

Tasks:

- Dividing products for community distribution (such as rice, sugar, salt and other.)
- Checking best by dates
- Preparing hampers for distribution if needed

Time and day:

Tuesday: 9:00am to noon (3 volunteers)

Tuesday: 1:00pm to 4:00pm (3 volunteers)

Start date: As soon as possible for both positions

Other:

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5) **Position Title:** Volunteer Receptionist

(This is a bilingual English and French volunteer position)

Supervisor: Patricia Lau

Purpose: Receive and call back community members seeking a Food Bank appointment.

Time Commitment: On-going

Required: 2 valid doses of COVID19 vaccinations

Qualifications: Interpersonal skills, Compassionate, Empathetic reliable and punctual

Description: This is a sitting position

Contact with community members: No

Tasks:

- Receive and call back community members seeking a Food Bank appointment
- Give information on the appointment process when they are new Food Bank members
- Work with our Google appointment chart to register Food Bank appointments
- Create new Food Bank community member profile in the Ottawa Food Bank Link2feed database. Training will be provided
- Report any client problem to supervisor

Time and day:

- Monday 9:00 to noon (1 position)
- Wednesday: 9:00 to noon (1 position)
- Start date: As soon as possible

Other:

Free parking is available. We have a bus stop right at the front entrance. We provide hand sanitizer and we keep 2-meter distance as required. Sign in sheet when arriving.

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