



The Community Health Centres of Northumberland (CHCN) is a community-centred primary health care facility. With a vision rooted in providing comprehensive primary care services, delivered by an interdisciplinary team of professionals to promote healthy communities. We offer a range of community-based services.

The CHCN has opening(s) for **Community Food Market Volunteer – Food Security**

Reporting to the Community Food Market Coordinator or designate, volunteers will be responsible for assisting customers in the Food Market and performing basic cashier duties. Volunteers will work alongside a community staff member.

We are looking for individuals who are able to commit to volunteering for a minimum of 3 months, making a 2-4 hour bi-weekly commitment. The individual will be working on-site.

All volunteers will take part in a general orientation and job specific training. Volunteers will also be trained on specific policies and procedures that are relevant to this position. The required training will be completed prior to starting in the volunteer role.

Responsibilities

- Set up and organize the Community Food Market area.
- Greet clients when they arrive and assist them if needed.
- Operate the cash register and prepare end of day cash deposits.
- To engage with community members answering questions or inquiries regarding the service and if necessary bringing the information requests back to Community Team staff member for follow up.
- To monitor food temperatures and make necessary adjustments in food handling as required.
- Clean up the market area, and put away any leftover food items.
- Participate in mandatory volunteer training and orientation.
- Adhere to policies and procedures related to health, safety and quality matters to ensure employee, volunteer, and client safety.
- Ensure all near-misses and incidents are promptly and accurately reported to the Community Dietitian or designate.
- Ensure confidentiality and privacy of client's names and conversations.



Qualifications

- A completed criminal record check with a vulnerable sector check is mandatory.
- Consistent and dependable availability.
- Strong interpersonal, customer service and empathy skills.
- Punctual and organized.
- Experience working with vulnerable populations is considered an asset.

Working Conditions

- The work is performed on-site with minimal to moderate supervision.
- Hours of work are currently on Thursday afternoons from approximately 12:30am to 4:30pm.

Physical and Mental Requirements:

- Must be able to lift up to 20-30 lbs

To Apply:

Any interested candidates should fill in a volunteer application form and submit by email to Amanda McConkey at amcconkey@porthopechc.ca indicating **Food Market Volunteer** in the subject line or drop off at the CHCN Attention: Amanda McConkey.