



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 **Food Cupboard Pick Up Volunteer – Food Security**

Reporting to the Community Dietitian or designate, volunteers will be responsible for assisting clients with the pickup of their food at the CHCN. Food Pickup Volunteers will provide a valuable service to many people that are food insecure in Northumberland County. 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 2-3 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 food pick up area.
- Greet clients when they arrive, track names on a list and assist them if needed.
- Offer food from the fridge and freezer.
- Assist clients to load food into their car if needed.
- To engage with clients 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.
- Connect with Dietitian or designate if a food box is not picked up during the allotted time frame.
- Clean up the food pick up area, and put away any leftover food items.
- Submit completed summary reports to Community Program Assistant or designate.
- 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 mornings from approximately 9:00am to 12:30pm.

### **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](mailto:amcconkey@porthopechc.ca) indicating **Food Cupboard Pickup** in the subject line or drop off at the CHCN Attention: Amanda McConkey.