



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: **Meal Prep – Food Security**

Reporting to the Community Dietitian or designate, volunteers will be responsible for preparing meals and soups for our Food Cupboard Program. Meal Prep Volunteers will provide a valuable service to many people that are food insecure and will provide clients with access to fresh and healthy meal options.

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 or monthly 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

- Take direction and guidance from Community Dietitian or designate.
- Prepare, cook, bake and package food.
- Ensure food handling safety when preparing, cooking and storing food.
- Ensure kitchen remains clean and organized during and after shift.
- Ensure food is labeled and stored properly.
- Track and record recipes and number of meals made.
- 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 and/or interest in cooking.
- Experience working with vulnerable populations is considered an asset.



- Food handlers' certification is an asset, but not required.

Working Conditions

- The work is performed on-site, with minimal supervision.
- Hours of work are currently on Tuesday afternoons from 1pm to 3:30pm and Wednesday mornings from approximately 9:00am-11:30am.

Physical and Mental Requirements:

- Repetitive use of hands to handle, cut and dice food.
- Ability to stand for an extended period of time.

To Apply:

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