



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 Shelf Stocking Volunteer – Food Security**

Reporting to the Community Dietitian or designate, volunteers will be responsible for the restocking of items to the food cupboard shelves and the downsizing of various food/toiletry/cleaning items. Food stocking Volunteers will provide a valuable service to many people that are food insecure and will provide clients with an opportunity to choose their own items to take home.

**We are looking for individuals who are able to commit to volunteering for a minimum of 3 months, making a 2-3 hour weekly or 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**

- To refill shelves in the food cupboard on a weekly basis.
- To downsize various food/toiletry/cleaning items.
- To track items that are required to fill the shelves.
- To assist with the unpacking and proper stocking and storage of food deliveries from the Food 4 All Warehouse and Grocery store pick up.
- To ensure the Food Cupboard remains clean and organized during and after shift.
- 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 supervision.
- Hours of work are currently on Wednesday mornings from approximately 9:00am-12:00pm.

### **Physical and Mental Requirements:**

- Must be able to lift up to 20-30 lbs.
- Ability to create lists and track food consumption.

### **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 Stocking Volunteer** in the subject line or drop off at the CHCN Attention: Amanda McConkey.