



## Rhema Christian Ministries Storehouse

### Position Description

#### Food Bank Volunteer

**Goals:** To prepare food bank order for clients in an efficient and effective manner

**Reports To:** Storehouse Co-ordinator/Supervisor

**Hours of Operation:** Mondays 10-3:00 food receive from food truck, sort and distribute

Tuesdays 10 – 2:00 Input and update Clients files on Computer/database

#### **Responsibilities:**

- Restock shelves, racks, bins, and tables with donated goods
- Sorting through food donations for best before date on food products
- Update inventory, client's files and prepare reports as necessary
- Update Database on Computer
- Assist to unload food and sort deliveries on Mondays from the truck
- Responsible for filling out registration and food distribution forms
- Address various client needs and provide information and referrals when necessary
- Use safe lifting and safe food handling techniques
- Ability to lift up to 40 lbs of weight several times during the shift

#### **Required Skills:**

- Reliable
- Comfortable interacting with clients
- Patient and non-judgemental
- Honest, friendly, and impartial
- Able to maintain confidentiality
- Tasks management skills
- Good mobility required for bending and reaching, etc.
- Basic understanding of English language



- Strong interpersonal and communication skills
- Willingness to work in a team environment as well as working on own
- Attention to details

**Desirable Characteristics:** Reliable, trustworthy, patient, punctual, warm and caring.

Volunteers must wear closed-toed shoes (no sandals or flip flops).

Ability to work without direct supervision.

**Location:** Rhema Christian Ministries - #49-40 Carl Hall Road, Toronto, Ont. (Downsview Park).