

# FOOD BANK SUPPORT: JOB DESCRIPTION

Supporting our HIV Food Bank operations for clients of Nine Circles. Where food bank members can receive nutritious food in a supportive environment. Required time: 9:00-1:00 or 1:00-5:00 two Thursdays a month.

## **Duties:**

- This position requires that volunteers work on their feet for extended periods of time and some heavy lifting may also be required. (Accommodations can be made)
- Set up the multi-purpose room to prepare for food delivery.
- Unload Winnipeg Harvest delivery truck
- Packaging of food bank items for distribution
- Receive and sort food bank food.
- Assist with distribution of food bank food to food bank members.
- Clean up after food bank.

## **At Each Shift:**

- When you arrive, sign in (sign in sheet located in cupboard) as instructed. At the end of your shift, sign out.

If you can't make it to a planned shift, please call/email and let the Community Engagement Coordinator know.

If you have any questions or concerns, please don't hesitate to get in touch with the Community Engagement Coordinator at [CommunityEngagement@NineCircles.ca](mailto:CommunityEngagement@NineCircles.ca) or call 204-940-6029.

Thank you for donating your time to Nine Circles!



# FOOD BANK SUPPORT: A TYPICAL SHIFT

## Set Up:

- Volunteers are required to sign in and out on the sheet provided in the Multi-Purpose Room cupboard. Sign in and your individual lanyards are in the cupboards in the MPR.
- Wash hands and wear gloves. Gloves are to be worn for the receiving, sorting, and distribution of food.
- Hands are to be washed and gloves changed with every washroom visit, after handling contaminated food items, after smoking or eating and after touching one's face/hair. Volunteers are encouraged to monitor the condition of their gloves regularly and replace if soiled or ripped.
- Once food has been received, staff will determine allocation of food based on number of food bank members accessing food that week (based on number of food bank numbers handed out and boxes to be packed).
- Freezer and refrigerator items should be put away first to ensure they remain at a safe temperature.
- During the sorting process, food should be examined to determine suitability for distribution. Mouldy, expired, and otherwise unsafe food (leaking, rusty cans etc.) should be discarded.
- Food is arranged on the back tables in the Multi-Purpose Room. Storage of food on the floor should be avoided.
- Non-perishable boxes are placed on the back counter under the wooden cupboards
- Perishable boxes are placed on the far wall by the freezer and doors

Food bank members may choose to leave items, volunteers will collect these items and place them together on a "freebies" table for other members.

## Take Down/Clean Up:

Once food bank members have come through the line clean up of the Multi-Purpose Room begins:

- Tables should be cleared and wiped down.
- Boxes that will not be kept should be broken down and taken out to the recycling bin.
- Leftover non-perishable items are stored in the pantry.
- Volunteers check with staff regarding any additional tasks for the day.
- Before leaving for the day, volunteers must sign out on the attendance sheet provided.

