|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

|  |  |
| --- | --- |
| **Position Title:** | **Mac Bread Bin - Food Collective Centre Volunteer** |
|  |  |
| **Term of Office:** | September 1 – April 30  |
|  |  |
| **Supervisor:** | Good Food Coordinator |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 4 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| The role of Food Collective Centre Volunteers will be to provide customer service to patrons in the Food Collective Centre. They will work under the direction of the Good Food Coordinator during regular shifts to provide access to the Food Collective Centre. Volunteers will be scheduled based on their own availability, but are expected to attend their scheduled shifts. Duties may include answering questions, providing information on additional MAC Bread Bin services, and restocking shelves with new inventory.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Abide by all rules and responsibilities of the Food Collective Centre
* Keep stock of inventory
* Attend volunteer meetings, orientation and trainings as required
* Maintain confidentiality of space and users
* Help FCC patrons to access inventory
* Solicit feedback from FCC Users
* Promote campaigns, events, and services provided by MAC Bread Bin
* Other duties as assigned by the Good Food Coordinator and other executives
* Provide feedback on the service
* Be an active member of the MAC Bread Bin community
 |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Must be able to effectively communicate with others
* Organization and time management skills
* Good interpersonal skills
* Ability to work effectively with a team and as an individual
* Knowledge of or an interest in MAC Bread Bin issues (e.g. food security, food accessibility, food sustainability) is an asset
* Experience working with diverse populations or at-risk populations is an asset
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Maintain confidentiality of Food Collective Centre patrons
* Attend all orientation and training sessions
* Attend volunteer meetings
* Responsibility to be present for scheduled shifts
 |

|  |
| --- |
| **Working Conditions** |
| * Shifts will take place in the basement of Bridges Café
* Volunteers must be able to work with others
 |

|  |
| --- |
| **Training and Experience** |
| * Necessary training will be provided
 |

|  |
| --- |
| **Equipment** |
| * Computer
* Microsoft Office (Word, Excel & Outlook)
* Telephone
 |