

Women's Crisis Services of Waterloo Region

Volunteer Job Description

Volunteer Position Title

Food & Nutrition Breakfast Club Volunteer

Purpose

To assist food and nutrition coordinators in preparing and serving food

Location

AH and HH, commercial and residential kitchens

Reporting Manager

Residential Manager, Haven House

Key Responsibilities, Tasks and Duties

- Assist with basic food preparation as per instructions by the Food and Nutrition Coordinator, such as slicing bread, cutting fruit, arranging food on trays, etc.
- Assist Food and Nutrition Coordinator with serving residents
- Assist with clean up tasks, i.e. putting food away, washing dishes, cleaning kitchen and servery
- Comply with all food safety requirements, i.e. wearing a hairnet, proper hand washing techniques, etc.
- Participate in training and adhere to instructions provided by the Food and Nutrition Coordinator
- Interactions with residents occur in the presence of the Food and Nutrition Coordinator. In the event an issue should arise, such as a complaint by a resident, it is the responsibility of the Food and Nutrition Coordinator to intervene and/or respond

Length of Appointment

Minimum 6 months

Time Commitment

2 hours per week – Fridays from 8:00 am to 10:00 am

Required Skills and Qualifications

- Excellent communication skills
- Ability to multi task
- Desire to assist women in meeting their food needs on a very limited budget
- Assist with food preparation and serving
- Good organizational skills
- Non-judgemental manner with residents
- Skills in advocacy, crisis management and intervention
- Current and informed knowledge of multi-cultural issues
- Understanding of duty to report for Family and Children's Services
- First Aid/CPR Certificate

Orientation/Training

- WHMIS, AODA, WCSWR Health and Safety, Workplace Violence, Workplace Harassment and Sexual Harassment
- Basic safe food handling training
- Anti-oppressive practise training
- Active listening skills training
- General Agency Overview

Support

The manager will provide the primary support for this volunteer. The secondary supports will be provided by the food and nutrition coordinators. Residential and relief staff may also play a supportive role.

Age Requirement

18 years +

Dress Code

Must follow dress code of WCSWR policy. In addition the F&N volunteer must wear non-slip shoes that are closed at the toe and the heel, she must wear a hair net while preparing food, she must wear a smock or covering apron with no loose ends or flaps, and protective gloves when handling any chemicals.