

VOLUNTEER JOB DESCRIPTION

Aunt Leah's Food Security Program

Who we are: Aunt Leah's is a non-profit organization that helps prevent children in foster care from becoming homeless and mothers in need from losing custody of their children. To support youth on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills.

Job Summary: Join Aunt Leah's Food Security Program Volunteer Team. We are looking for energetic volunteers to help sort food donations, assemble grocery hampers, assist in the preparation and serving of healthy homemade meals, and to engage our participants in fun activities. This is a weekly volunteer position involving a four-hour shift on Wednesdays.

Reports to Volunteer Coordinator & Food Security Specialist

Qualifications:

- Cooking experience in personal or professional kitchens (desirable but not essential)

Requirements:

- Undergo & maintain a satisfactory Criminal Record Check
- Food Safe Certificate (can be completed after starting)
- Agree and adhere to the Society's Code of Ethics

Knowledge, Skills & Abilities (KSA):

- Basic cooking skills (desirable but not essential)
- Professionalism at all times
- Interpersonal communication skills
- Reliable
- Ability to lift up to 20 kilograms (desirable but not essential)



Key Duties & Responsibilities:

- Sort and track food donations
- Assemble grocery hampers
- Plan, prep, cook and package meals
- Sort waste into compostables, recyclables (on-site and off-site) and garbage
- Clean and sanitize the kitchen and food service areas
- Track participants for record-keeping and reporting
- Maintain a positive and supportive environment for participants
- Organize in-house activities to encourage participants to socialize with each other (eg arts & crafts and games) including activities related to cultural and other celebrations (such as National Indigenous Peoples Day and BC Child and Youth in Care Week) and could include purchasing necessary supplies to support activities
- Serve as an on-call volunteer in case of absence of other volunteers

Working Conditions:

- This is a weekly volunteer position with a minimum 6-month commitment.

To Apply:

Please send your name, contact information and resume to volunteering@auntleahs.org. In your email, please also indicate why you are interested in volunteering with Aunt Leah's.

We encourage qualified people of all gender expressions, identities and sexual orientations, visible minorities, Indigenous persons, and persons with disabilities to apply if you are interested in supporting our mission and mandate through a volunteer position.

Thank you for your interest in volunteering with Aunt Leah's

