



## Volunteer Job Description

### Food and Distribution Centre – Warehouse Assistant

#### About The Mustard Seed

The Mustard Seed is a non-profit organization devoted to fighting hunger and restoring faith in Greater Victoria. We provide many crucial services for people in need. From food to friendship, we aim to meet the physical, relational, and spiritual needs of the whole person. Our operations are nearly 100 percent community funded; these include the region's largest and most accessible Food Bank, the Food Security Distribution Centre serving 60+ organizations in the capital region, Family back-to-school and Christmas supports, Hospitality programs, services at Hope Farm Healing Centre as well as Church services.

#### Job Summary

The Food Rescue and Distribution Centre is a warehouse from which The Mustard Seed, in partnership with the Food Share Network, serves approximately 70 agencies who support the CRD's most vulnerable people (families, individuals, those living outside etc). We receive from 10-12,000 pounds of produce, dairy, meat, bread each day, which we then sort through and re-organize for distribution into the community. The warehouse can be very noisy and potentially hazardous, as there are 2 forklifts, 2 power jacks, several hand jacks, trucks being loaded and unloaded, and often construction/repairs happening throughout each day. It is very important that volunteers are mindful of their surroundings and follow all safety precautions.

There are five different stations within the Food Rescue and Distribution Centre: Fruit Rescue; Hamper Preparation; Kitchen Help; Produce Line; and Warehouse Assistant. Each station has slightly different responsibilities, though all of them are very physical in nature and require volunteers to stand for extended periods of time. As a warehouse assistant, you will be engaged in several important tasks that keep the warehouse running smoothly: 1) Each day we receive a large amount of bread which needs to be sorted according to best before dates for redistribution. 2) You will also be assisting with cardboard breakdown as all of our donations arrive in boxes that we often cannot reuse. 3) We will also need help with our LOOP program through one of our grocery store relationships - this involves sorting bread, produce, meat and dairy according to best before dates and inputting information into an app. 4) General light cleaning/organizing and maintenance as needed. This role is quite varied, and further direction will be given by the volunteer supervisor.

#### Key Responsibilities

- Sorting bread, produce, meat, and dairy according to expiration dates
- Logging simple information about deliveries on paper and into a computer
- Breaking down cardboard
- Being aware of and responsive to a busy and changing environment
- Following all safety precautions
- General light cleaning (sweeping, mopping, etc.) & maintenance as needed
- Working independently or with one or two other volunteers

#### Required Training/Skills

- Ability & willingness to stand and walk for long periods of time on concrete floor

- Ability to perform repetitive movements
- Ability to multi-task
- Ability to consistently lift at least 25lbs (lifting up to 50lbs may also be necessary on occasion)
- Ability to work independently with little direction, while also being receptive & understanding of directions when given
- Must be consistent & reliable
- Must be comfortable in a fast-paced and demanding environment
- Must have good communication skills
- Must be flexible and able to prioritize tasks

**Benefits**

- Positive community impact & sense of personal fulfilment
- The knowledge that you are helping to provide a solution for local food insecurity
- Opportunity to have a role in reducing food waste
- Opportunity to see the oft-hidden production end of a food bank
- Social connections
- Physical activity
- Breakfast & lunch provided by the Mustard Seed's own chef

**Reporting to:** Emily Palimaka

**Length of Commitment:** Minimum of 6 months

**Probationary Period:** 2 shifts

**Hours:** one shift per week, between 8:30am-1:30pm Mon-Fri, with some flexibility

**Location:** 808B Viewfield Rd, Esquimalt

**Position Created On:**

**For more information contact:**

Claudia Rezende – Volunteer Manager

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