



## Volunteer Job Description

### Food and Distribution Centre – Produce Station

#### 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 a variety of 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. On the produce line, your primary task is processing our produce donations to ensure we have adequate numbers of mixed/family boxes and bulk boxes of produce to go out to agencies. Produce station volunteers are responsible for discerning what food can be rescued and what must be composted, and then to determine what stream/category the rescuable food belongs in. These volunteers are also responsible for transferring full produce boxes to pallets to be stored in the walk-in refrigerator.

#### Key Responsibilities

- Sorting fresh produce and assessing whether items should be composted or can be rescued ***and placed into an alternative stream/category***
- Being aware of and responsive to a busy and changing environment
- Following all safety precautions
- General light cleaning (sweeping, mopping, etc.) as needed

- *Ability to work collaboratively and respectfully with other volunteers in a space constrained area*

## **Required Training/Skills**

- Acceptable criminal record check
- Ability & willingness to stand and walk for long periods of time on concrete floor
- Ability to perform repetitive movements
- Ability to consistently *and safely* lift at least **25-35lbs** (lifting up to 50lbs may also be necessary)
- 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
- Should have basic food knowledge (expiration dates, mold, balanced diet)

## **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:** Trevor Premack

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

**Probationary Period:** 3 months

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

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

**Position Created On:**

**For more information contact:**

Samuel Martel – Volunteer Manager

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