



Volunteer Job Description

Market Place – Shipping, Receiving, & Stocking

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 Market Place at the Mustard Seed is not like other food banks. At the Market Place, food insecure individuals get to select from a wide variety of food items to fill their bags and feed their families. Shipping, receiving, and stocking volunteers are mainly responsible for coordinating the loading and unloading of the Mustard Seed trucks that transport goods between our- warehouse and the Market Place on Queens Street. They also unpack pallets once they have been unloaded from the vans and organize the goods that they unpack, storing them in their respective areas of the Market Place.

Key Responsibilities

- Unloading shipments off trucks arriving from the warehouse
- Checking arriving pallets for damage
- Unpacking pallets of various types of food & other goods
- Organizing and stocking food & other goods on shelves

Required Training/Skills

- Acceptable criminal record check
- Ability & willingness to stand and walk for long periods of time
- Ability to perform repetitive movements
- Ability to multi-task
- Ability to lift at least 25lbs (lifting up to 50lbs may also be necessary on occasion)
- Must be consistent & reliable
- Must be comfortable in a fast-paced and demanding environment
- Must have good communication skills

Benefits

- Play a key role in ensuring food and essential goods reach those in need.
- Stay active while working in a dynamic and fast-paced environment.
- Work closely with other volunteers and staff to keep operations running smoothly.
- Improve organization, multitasking, and logistics-related skills.

- Make a direct impact by supporting food security efforts in the community.
- Lunch provided by the Mustard Seed's own chef

Reporting to: Market Support Worker

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: 625 Queens Ave , Victoria

Position Created On:

For more information contact:

Samuel Martel – Volunteer Manager

Volunteer@mustardseed.ca 778-677-2302

www.mustardseed.ca