

Title: Food Bank Volunteer- Inventory Management

Program: Food Bank

Department: Community Health Services

Locations:

- **Foster Farm Family House, units 332 & 334, 1085 Ramsey Crescent, Ottawa, ON K2B 7Z8**
- **Morrison Gardens Community House, 985-A Morrison Dr., Ottawa, ON K2H 7L1**
- **Pinecrest Terrace Community House, 2483B Iris Street, Ottawa, On K2C 2Z1**

Reports to: Food Bank Supervisor

Status: Part-time

Hours: 3 hours in the morning or 2 hours in the afternoon



Who we are?

Pinecrest-Queensway Community Health Centre (PQCHC) is a community benefit organization providing comprehensive primary healthcare and innovative community programming through our multiple service locations in Western Ottawa and through our regional programming. At PQ, we strive to meet the needs of the diverse communities we serve. We work in partnership with individuals, families, and community to achieve their full potential, paying particular attention to those who are most vulnerable and at risk.

Volunteers

At PQCHC, volunteers and staff are considered partners and work in collaboration to uphold the Centre's principles, values, and mission. They contribute unique knowledge; experiences and skills that help PQCHC to better connect with Ottawa's west end community, reflect its diversity and serve its specific needs.

Food Banks

PQCHC runs three food banks in the West-end of Ottawa, Foster Farm Food Bank, Morrison Gardens Food Bank, and Pinecrest-Terrace Food Bank. Each of these Food Banks are housed in a Community House. A Community House is 1-2 units within an Ottawa Community Housing (OCH) neighborhood dedicated to providing services and programs for residents and individuals within the catchment. The Community Houses are generally open from 9 am to 8 pm, 5 days a week. They are closed on public holidays and two weeks during the Christmas break.

Volunteer Summary

The Food Bank Volunteer- Inventory Management is responsible for much of the physical labor involved in running the food bank. This includes unloading skids on Mondays, opening and sorting boxes, placing items on shelves and in fridges and freezers, and creating food hampers.

Responsibilities

- Working with other volunteers and PQCHC Community House staff
- Unloading the Ottawa Food Bank skids and placing items within designated Food Bank
- Carrying heavy boxes up and down stairs
- Opening boxes and placing food items on shelves, in fridges, and freezers
- Checking for expired or damaged goods and disposing of them accordingly
- Breaking down boxes and throwing them in the recycling bin
- Cleaning workspace

Qualifications

- Able to read, write, and identify product categories
- Good organizational skills
- Able to work effectively in a team
- Able to work with a diverse group of individuals
- Must follow directions of the Food Bank and Community House staff
- Able to lift 50 lbs.
- Fluency in English or French essential

If you are interested in volunteering with Pinecrest-Queensway Community Health Centre (PQCHC) in this position, please go to the following link <https://www.pgchc.com/volunteer> and click on the button “Expression of Interest”. It will take you to a form to complete.

If you live in one of the Ottawa Community Housing Neighborhoods (OCH) that PQCHC serves, you may reach out to PQCHC staff at your local Community House (Foster Farm, Michele Heights, Morrison Gardens, Pinecrest Terrace, or Winthrop Court). They will help you fill out an application form.

All volunteers must go through screening, reference check, onboarding, and training through Human Resources (HR) and Food Bank Supervisor. A Police Records Check (level 1) is required for volunteering with PQCHC. HR can provide a letter.

PQCHC is an equal opportunity employer and values diversity in its workforce. If at any stage in the selection process you require accommodation due to a disability, please let us know the nature of the required accommodation.