

The Community Share Food Bank

33 Overland Drive, Don Mills, ON M3C 2C3

Student Volunteer Duties

1. Hours of Work:
Saturdays 8:30am - 12:30pm NO EXCEPTIONS
2. Notification:
Students must notify their team captain in advance if they will not be present.
3. Sign In
Students are responsible for signing in each session to receive credit for their time.
4. Dress Code:
Students must wear work clothes with closed-toe shoes.
5. Food Boxes
Prepare boxes of food for the different sized families. The boxes should have a variety of food products in their following the numbers on the cabinet doors.
6. Unloading Deliveries
The Second Harvest Truck or any other delivery that arrives during Food Bank hours.
7. Pack Food
Pack all food items received in appropriate sized boxes for distribution or in cupboards if there is excess at the end of the session.
8. Distribute
Distribute prepared boxes of food to the recipients.
9. Exchange
Assist recipients exchange food items at the exchange table - in accordance with CSFB policy.
10. Cleaning
Clean up and sweep the sorting and distribution area.
11. Waste Removal
Break-up cardboard boxes and remove them to the recycling bin.
Pack-up garbage and remove to the garbage bin.
12. Respect
Always be polite and treat the recipients and coworkers with respect.

