

Job Title: **Settlement Services: Food Support Volunteer**

Department: Settlement Services
Reports to: Settlement Services Program staff

PROGRAM OVERVIEW:

Dixon Hall Neighbourhood Services, funded by Citizenship and Immigration Canada, recruits and trains dedicated volunteers to work with a variety of newcomers from the community.

POSITION SUMMARY:

Food (snacks) is provided to participants in the Settlement Services Conversation Circle program. The Food Support volunteer is responsible for purchasing, preparing, and serving snacks to participants.

Food Support volunteers are needed for 6 – 8 hours per week on: Tuesday and Friday mornings from 9:00am – 11:30am and Wednesday afternoons from 12:00pm – 2:30pm.

OF AVAILABLE POSITIONS: 1

QUALIFICATIONS:

The ideal candidate for this position should possess the following skills and qualifications:

- Proficient in English (other languages also an asset)
 - Friendly and outgoing; comfortable meeting and speaking with people
- Patient with and non-judgemental of others;
- Food services experience an asset; food handling certificate an asset;
- Reliable and punctual for all scheduled shifts; and
- Willing to accept supervision and takes direction well.



MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Purchase snacks items daily from local grocers;
- Wash and cut fruit into bite-size portions;
- Prepare individual snack plates for each participant and distribute during program sessions;
- Clean and sanitize work area; and
- Assist Program Coordinator as required.

ORIENTATION/TRAINING:

Successful candidate will be provided with orientation and training facilitated by the Program Coordinator. Volunteers are also required to attend/participate in the following training sessions:

- Volunteer Orientation and Safety Training (2 hours)
- On-line AODA Training (45-minutes)

Neighbourhood Programs
Housing, Homelessness Services
Seniors Programs
Employment Services

TIME REQUIREMENT:

- 2 ½ hours per day, three days per week
 - Tuesday and Friday mornings: 9:00am – 11:30am
 - Wednesday afternoon: 12:00pm – 2:30pm
- Attend all required orientation and training sessions as assigned by agency staff

LOCATION: Dixon Hall Settlement Services office – 417 Gerrard Street E, 2nd Floor

BENEFITS:

- TTC tokens provided to volunteers who live more than 5km away and do not qualify for the Ontario Works transportation allowance.
- Reference letter provided after 24 hours of volunteer service.

For more information and to apply, please contact:

Dixon Hall Neighbourhood Services Volunteer Department
416-863-0499 ex. 3225
Volunteer@dixonhall.org

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