

Adult Volunteer Application Community Share Food Bank

33 Overland Drive, Don Mills, ON M3C 2C3

Name: _____

Address: _____

Telephone: Home _____ Cell _____

E-Mail Address: _____

Language(s) Spoken _____

Are you willing to be photographed and/or videotaped for promotional purposes? Yes or No

Day(s) Available: _____ Hours _____

Reference (Name/Organization) _____

Contact Information: _____

Emergency Contact: _____ Telephone #: _____

Any physical or other restrictions: _____

If accepted, I agree: 1. to treat every person, both clients and fellow volunteers, in such a way that their dignity, self-esteem and confidentiality are never compromised and 2. that any records or information regarding clients or volunteers maintained by the Food Bank remain confidential and secure.

Preferred Positions (see below): _____

Signature: _____ Date: _____

Application rec'd by: _____ Date: _____

Application accepted by: _____ Date: _____

Food Bank Positions

Reception Desk * The client is welcomed and hands in his/her appointment slip to be checked against the computer database. This starts the process to receive food on that day.

Registration/Review Desk * Register new clients into the computer database; perform annual reviews and record any changes in client information.

Appointment Desk * Records client's visit in the computer and writes up appointment for their next visit.

Box Assembly * Prepare boxes of food according to number of people in family, and tidy up area at end of shift.

Food Distribution * Distribute boxes of food to clients.

Exchange Table * Exchange unwanted items.

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Sorting & Storage. * Monday job – prepare food bank for Tuesday’s Operation.

Clothing Table * Organize donated clothing giving clients the opportunity to look for items free of charge.

Coffee/Tea Station * Prepare coffee/tea/water and snacks for the morning to help promote a friendly and social atmosphere for the clients and volunteers.

Bread Pick Up * An offsite job to pick up bread from Cobs for the Food Bank (a Friday night or Sunday night responsibility).

Other Interests and or Skills * Examples may be Gardening, Cooking, Computers.