



Okanagan
Boys & Girls Clubs

Food Bank Volunteer

Location: Armstrong, BC

Are you looking for a rewarding opportunity to volunteer? You would be responsible for assisting with sorting and dating food as well as helping assemble food hampers. Come and join in on the fun!

Key Duties and Responsibilities:

Food Bank:

- Sorting donations into pre-determined food types and groups
- Checking date codes and separating out expired product
- Stocking shelves with usable date coded product
- Pulling stock to assemble hampers and assisting with Christmas hamper program

Office Help:

- Scheduling food bank clients
- Processing food bank hampers for distribution
- Ensuring office food bank cupboards are organized
- Processing donations
- Greeting the public
- Filing and answering phones
- Assisting with administrative tasks related to fundraising events

Garden Helper:

- Preparing gardens for spring planting and preparing gardens for the winter
- Planting seeds and plants
- Weeding and watering
- Harvesting and cleaning produce
- Ensuring garden areas and shed are kept tidy

Qualifications:

- Successfully complete Agency screening process including a criminal record check.
- Food Safe an asset but not required.
- Demonstrated teamwork and leadership

Hours: Flexible hours and availability

Closing Date: Open until filled

Please send resume and cover letter to:

Name: Brenda Firth, Office and Food Bank Manager

E-mail: foodbank@obgc.ca

Okanagan Boys and Girls Clubs is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.