

# **Volunteer Position Description**

Volunteer Position Title: Refreshment Cart Volunteer	Date Originally Issued:
	Date Revised:
	Date Reviewed:

#### Role:

This opportunity will provide helpful, supportive and friendly assistance to the visitors and clients at Grand River Community Health Centre.

# **Responsibilities Include:**

The Refreshment Cart Volunteer will:

- Stock the refreshment cart using the list of supplies provided.
- Set up the cart outside the main doors of GRCHC (11:00 1:00 June-Sept) and indoors at screening desk (Oct May, snack bags are handed out all day upon request).
- Post the laminated sign of the snack to be served daily on the entry door which follows the monthly snack schedule.
- Take any baked goods out of the freezer in the morning to be served at 2:00 pm (Oct May).
- If you are working a full day shift. Prepare the daily snack at 1:00 p.m. Fill coffee urn with water, organize paper cups, gather supplies, etc. If you are working a half day a staff will assist in preparing the snack.
- Ensure all COVID-19 safety protocols are followed when engaging with clients.
- From Oct May the refreshment cart is indoors. Meet clients at the main door and bring their refreshments to them.
- Encourage clients to take the daily snack (soup/baked good/oatmeal/hot beverage) and/or a snack bag.
- Provide information on local resources (aka food bank) and provide conversation as needed.
- Clean up area around cart and return to the kitchen.
- Stock cart for the next day.

#### You are...

- Welcoming and engaging nature
- Passionate about providing great customer service
- Ability to work independently
- Reliable and compassionate
- Service orientated

# **Time Commitment:**

- 1 day/week
- 2-hour shift
- minimum 6-month term

## Requirements and qualifications:

- cultural sensitivity and comfortable with our priority groups
- patience, reliable and a genuine interest in the wellbeing of others
- completion of health screening requirements of centre

## **Benefits:**

- be an integral part of the Grand River Community Health Centre team
- expand your social and professional network
- apply your experience in the community
- gain experience and learn more about Community Health Centres
- orientation, specific training as deemed appropriate for role and staff support provided

# **Key Contacts**

In this role, you will be accountable to both fellow volunteers and staff for your work. The following volunteers/staff are your key contacts:

- your assigned Staff Supervisor
- Carly Watson, Administrative Assistant/Volunteer Coordinator

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Date:	general orientation
Volunteer Handbook provided Date:	
Role specific training provided  Date:	
•	tion description. I have read, understand and agree to on and I make a commitment to carrying out this role to
Volunteer Name (print)	
Volunteer Signature	 Date
<u> </u>	Date ting this volunteer for the duration of their involvemen

## **Intake Checklist:**

- o volunteer application form completed
- o interview conducted
- o reference #1 checked
- o reference #2 checked
- o position description reviewed and signed

copy to file copy to volunteer

	copy to volunteer
0	volunteer information filed and entered into database/software

Follow-up:		
	0	within 3 months
		Date:
	0	at one year
		Date: