



## Volunteer Job Description Ottawa Good Food Box – Box Packer

**Volunteer Job Title:** Box Packer

**Reports to:** Ottawa Good Food Box/RRCRC Project Officer

**Scheduled Shift:** Wednesday 8:30AM - 12:00PM

**Location:** Rideau-Rockcliffe CRC - Food Bank (815 St. Laurent Blvd.)

**Description:** Box Packers help to pack weekly box orders for delivery to 3-7 pick-up locations (deliveries scheduled at 12PM).

**Duties:**

- Works with team of volunteers (5-7) to sort fruits and vegetables into individual orders
- Handles food & arrange boxes in a gentle and hygienic manner
- Assists with packing area set-up and clean-up
- Other duties may include washing, drying & moving boxes

**Preferred Skills & Qualifications:**

- Physically able to bend and do light lifting (10-15 lbs) for 3.5 hours
- Comfortable working as part of a team in a fast-paced environment
- Reliable
- General interest in food, health and community
- Able to complete duties with minimum supervision

**Benefits:**

- Served light & healthy breakfast on morning of shift
- Help to improve physical & financial access of vulnerable households to healthy foods
- Earn volunteer hours for school or reference purposes
- Meet new like-minded individuals
- Develop new skills & knowledge related to food, organization, safety and communication skills
- Participation in an annual volunteer recognition event

For more info about the Ottawa Good Food Box, please visit: <https://ottawagoodfoodbox.ca/>

For more info about this position, please email: [ottawagoodfoodbox@crcrr.org](mailto:ottawagoodfoodbox@crcrr.org)