



The Mississauga Food Bank Volunteer Opportunity

- Job Title:** Administration and Warehouse Volunteer Opportunity
- # of Opportunities Available:** 2 to 3 Positions – 4 month term from September to December
This position is ideally suited for individuals wanting to complete a co-op placement, however everyone is encouraged to apply!
- Location:** The Mississauga Food Bank - 2550 Goldenridge Road, Unit 36
- Hours:** Ability to work for 1-3 days of the week, with a choice of:
Monday – 9 am to 5 pm
Tuesday – 9 am to 5 pm
Wednesday – 9 am to 8 pm (can be split up into 2 shifts)
Thursday – 9 am to 5 pm
Friday – 9 am to 12 pm
- Responsibilities:** Greet all visitors and volunteers, acting as the first point of contact
Answer the telephone responding to general inquiries, and redirect calls to the appropriate staff member or their voicemail
Ensure all volunteers sign-in for their shift, and sign-out at the end of the day
Provide all new volunteers with the appropriate paperwork to complete
Accept monetary and non-monetary donations from visitors
Maintain cleanliness of the reception area
Occasionally assist in the warehouse sorting and inspecting canned goods
Special project work – i.e. counting monetary donations, stuffing newsletters into envelopes, data-entry, filing, etc.)
- Required Skills:** Previous work or volunteer experience in a customer service, administration, or receptionist capacity
Familiarity with MS Office 2007
Capable of manually lifting up to 20 lbs
Ability to take initiative during slow periods to find projects and tasks to complete
Excellent verbal and written communication skills
Demonstrated ability to prioritize tasks efficiently and meet deadlines
Excellent organizational skills
Excellent interpersonal and people skills



Ability to exercise discretion and confidentiality at all times
Demonstrated ability to adapt to rapidly changing scenarios
Demonstrated ability to work as part of a team

Please Note: The successful candidate will only be offered the position pending a successful interview and reference checks.

Salary: Unpaid volunteer opportunity

Report To: Nikki Sandhu, Manager of Volunteer Programs

How to Apply: Please send all cover letters and resumes to Nikki Sandhu by:

Email: nikki@themississaugafoodbank.org

Fax: 905-270-4076

Mail: The Mississauga Food Bank
2550 Goldenridge Road, Unit 36
Mississauga, Ontario
L4X 2S3

We thank all applicants that apply, however only qualified individuals will be contacted.