USC Position Description

FOOD SUPPORT SERVICES VOLUNTEER

EFFECTIVE: December 1st, 2022. | SUPERVISOR: Food Support Services VP Team and Coordinator

OVERVIEW
Food Support Services (FSS) is a USC student-run food bank, dedicated to relieving food insecurity among Western University students. Becoming a Food Support Services volunteer is an amazing introduction to getting involved with the USC while creating a meaningful impact on the Western community.

TYPES OF POSITIONS AVAILABLE:
1. FOOD BANK VOLUNTEER (WAITLIST)
2. GRAPHICS AND COMMUNICATIONS VOLUNTEER (2)
3. OUTREACH VOLUNTEER (3)
4. EVENTS VOLUNTEER (3)
5. INVENTORY VOLUNTEER (1)
6. SHOPPING VOLUNTEER (1)

FOOD BANK VOLUNTEER PRIMARY RESPONSIBILITIES AND COMMITMENT
1. Communicate with the FSS Volunteer Director and/or Coordinator to be scheduled each semester for a (minimum) 2 hour shift.
2. Arrive punctually for your scheduled shift (and communicate with FSS Volunteer Director and/or Coordinator if you will experience difficulty arriving at your shift).
3. During your 2 hour (minimum) shift, manage the following food bank operations:
   a. Fill requested food hampers.
   b. Help visitors and answer any questions they may have.
   c. Organize food bank items by expiry date and shelve new donations.
   d. Provide feedback to FSS Coordinator on the best ways to improve the food bank.
4. Minimum 2 hours/week commitment.
5. Mandatory training session prior to beginning shift.

GRAPHIC AND COMMUNICATION VOLUNTEER PRIMARY RESPONSIBILITIES AND COMMITMENT
1. Create informational graphics on food insecurity
2. Assist in creating graphics for events and additional posts
3. Minimum 2 hours/week commitment.
4. Mandatory training session prior to beginning shift.

OUTREACH VOLUNTEER PRIMARY RESPONSIBILITIES AND COMMITMENT
5. Form partnerships with businesses and organizations
6. Engage in on and off-campus outreach initiatives
7. Assist in planning and organizing fundraising events
8. Minimum 2 hours/week commitment.
9. Mandatory training session prior to beginning shift.

EVENTS VOLUNTEER PRIMARY RESPONSIBILITIES AND COMMITMENT
1. Assist in planning both in-person or virtual events
2. Help develop fundraising initiatives
3. Participate in executing events
4. Minimum 2 hours/week commitment.
5. Mandatory training session prior to beginning shift.

INVENTORY VOLUNTEER RESPONSIBILITIES AND COMMITMENT
1. Experience with Google Sheets or Excel preferred but not required
2. Maintain meticulous records of the food pantry’s inventory each week
3. Forecast needed items, identify patterns of need
4. Coordinate and assist the Coordinator and Shopping Volunteer to recommend purchases monthly to maintain good stock levels
5. Minimum 2 hours/week commitment

SHOPPING VOLUNTEER RESPONSIBILITIES AND COMMITMENT
1. Vehicle required for this role.
2. Coordinate with Coordinator and Inventory Volunteer to develop a shopping list for funds approval
3. Go to grocery stores and purchase items needed for the food bank from the pre-approved list or, if no vehicle, Instacart items needed for the role.
4. Minimum 2 hours/week commitment.
5. Mandatory training session prior to beginning shift.

If you have any questions about the position or the application process, please contact Jenna Lam, Food Support Services Coordinator at foodsupport@westernusc.ca