



## **Good Food Box Site Coordinator**

Purpose: To coordinate customer orders and activities for the Good Food Box.

Duties:

- Recruit Good Food Box customers from your community
- Collect orders and cash payment for boxes
- Send orders and payment to Good Food Box Coordinator
- Distribute Good Food Boxes to paying customers
- Collect empty boxes
- Maintain on-going communication with customers and Good Food Box coordinator

Qualifications:

- Able to commit to 6 hours per month
- Friendly and enjoy working with a diversity of people in your community
- Well-organized and able to keep records
- Access to phone with voicemail, and email
- Cash handling experience an asset
- Interested in food, health and building a strong community
- Successfully a reference check

Benefits to the volunteer:

- On-going training and workshops
- Annual volunteer recognition event
- Be a leader in this positive community-building project
- Get to know your neighbours and other people in your community
- Be a community resource person
- Enjoy knowing that in a practical way, you are supporting the belief that everyone should have equal access to nutritious food.
- Help people find an alternative to food banks
- Develop new skills. Use the Good Food Box as a job reference.

Reporting Relationship: Good Food Box site coordinators report to the Good Food Box Coordinator