



## CHATHAM KENT WOMEN'S CENTRE GROCERY VOLUNTEER - JOB DESCRIPTION

### JOB SUMMARY:

The role of the grocery shopping volunteer is to ensure that quality groceries are purchased for the residence on a weekly basis.

### QUALIFICATIONS:

- Must use good discretion when selecting items, such as produce
- Ability to lift and transport groceries- up to 40 pounds
- Access to a reliable vehicle
- Successfully complete all required

**ACCOUNTABILITY** - Reports directly to the Volunteer Coordinator, working cooperatively with agency team members. If you cannot make a scheduled shift, you must contact the Chatham Kent Women's Centre as soon as possible. Please get a person not a voice mail.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Obtain and review grocery list from staff and ensure list is followed when purchasing groceries
- Only buy what is on the grocery list, do not substitute name brands specified on the list
- Ensure grocery bill is charged to the Chatham Kent Women's Centre Account
- Transport groceries back to the Women's Centre
- Assist staff with unloading groceries, residential staff will put the groceries away
- Ensuring safety standards are being followed, wear closed toe shoes
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- All volunteers must remain in accordance with the Confidentiality Agreement
- Sign all grocery receipts

