



# Volunteer Application

340 Legget Drive, Door #46 Kanata, ON K2K 1Y6

613-355-9834

Name:

Address:

City:

Province:

Postal Code:

Primary Phone:

Email:

Alternate Phone:

Date of Birth\*:

Preferred Pronoun:

Emergency Contact Name:

Emergency Contact Phone:

*\*Date of Birth is required to verify age requirements.*

Have you worked as a volunteer previously? Yes  No

If yes, please list place(s) you have volunteered and type of work done.

What skills, training or knowledge do you offer to Kanata Food Cupboard?

What Languages do you speak?

Are you currently employed? Yes  No

Are you a student? Yes  No

If yes to either of the above, please tell us where:

***The Kanata Food Cupboard generally operates Monday to Friday. We offer limited weekend volunteering opportunities.***

Day(s) of the Week you are available:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Time of Day you wish to volunteer:

**Areas of interest to volunteer (you may select more than one)**

(✓)

	<p><b>Client Appointment Scheduling Volunteers</b></p> <ul style="list-style-type: none"> <li>• Register new clients and schedule client appointments over the phone or in person</li> <li>• Complete client intake</li> <li>• Clerical support</li> <li>• Customer service and computer experience would be an asset</li> </ul>
	<p><b>Client Shopping Assistants</b></p> <ul style="list-style-type: none"> <li>• Assist clients while they are shopping for their groceries</li> <li>• Sessions occur Tuesday and Thursday afternoons and Monday, Wednesday, and Thursday evenings</li> </ul>
	<p><b>General Warehouse – Requires Heavy Lifting</b></p> <ul style="list-style-type: none"> <li>• Receive donations and deliveries</li> <li>• Stock shelves and rotate product</li> <li>• Warehouse organization, maintenance, and cleaning</li> <li>• Previous experience working in a warehouse, knowledge of pallet jacks would be an asset</li> <li>• Occurs weekday mornings and afternoons</li> </ul>
	<p><b>Sorting Food Donations</b></p> <ul style="list-style-type: none"> <li>• Quality control check of donated items</li> <li>• Sorting by year/type of food</li> <li>• Boxing donations and moving into inventory</li> <li>• Sorting occurs weekday mornings from 9:30 am until 11:30 am</li> </ul>
	<p><b>Hamper Packing</b></p> <ul style="list-style-type: none"> <li>• Packing client orders for curbside pick up or deliveries</li> <li>• Hampers are packed Tuesday and Friday mornings from 9:30 am until 12:30 pm</li> </ul>
	<p><b>Casual Drivers – Requires a valid driver’s license</b></p> <ul style="list-style-type: none"> <li>• Hamper Delivery Drivers: pick-up client orders at the Kanata Food Cupboard and deliver to the provided destination(s). Requires use of own vehicle. Gas expenses are not reimbursed. Deliveries are made once a week on Tuesday evenings.</li> <li>• Grocery Store and Rescue Drivers: Pick up food orders, donations, and rescues from grocery stores, schools, and business Requires use of own vehicle or the Kanata Food Cupboard van. Requires heavy lifting. Pick-ups generally occur week days, or on the weekends for special occasions.</li> </ul>
	<p><b>Special Events or Seasonal Program Support</b></p> <ul style="list-style-type: none"> <li>• Assist the Kanata Food Cupboard in food and/or fund drive events</li> <li>• Awareness raising and public engagement</li> <li>• Event set-up, take down, and clean-up</li> <li>• Assisting with the Back to School Backpack program, Christmas Baskets, Thanksgiving Hampers, Community garden, etc.</li> </ul>

**Can you stand and lift up to 20 lbs. and stand over a three-hour period?** Yes\_\_\_\_ No\_\_\_\_

**Can you stand and lift up to 50 lbs. and stand over a three-hour period?** Yes\_\_\_\_ No\_\_\_\_

**Do you have any physical limitations we should be aware of?** Yes\_\_\_\_ No\_\_\_\_

**If you answered yes to the question above, please provide more details:**

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**How did you hear about us?**

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