



BROWN BAGGING FOR
Calgary's Kids
● LUNCHES ● PROGRAMS ● SOCIAL CHANGE

INDIVIDUAL VOLUNTEER PACKAGE

WHAT CAN YOU DO TO USE YOUR HEAD, HEART AND HANDS TO MAKE A DIFFERENCE?

Over the years BB4CK has developed relationships with communities and organizations to come up with unique community-run solutions to feed hungry kids. What special skills or strengths do you have that could help feed and care for Calgary kids and create social change?

VOLUNTEER POSITIONS

Early Bird

This volunteer shift starts between 6:30 or 7am and ends around 8 or 9am. You will be assisting the Kitchen Supervisor prepare for the lunch-making that day. Jobs include making tuna and egg salad sandwich fillings, slicing meat and cheese, cleaning the tables, etc.

Regular Kitchen Volunteer

This shift starts at 7am and ends around 12pm. You will help the group volunteers prepare lunches to be delivered that day. This includes preparing sandwiches and snacks, packing lunches, cleaning, etc.

Cleanup crew

This volunteer shift starts around 11:30am and ends at 1pm. You will help with cleaning, including sweeping and mopping as well as light preparation for the following day.

Volunteer Driver

Volunteer Drivers use their own vehicle to deliver lunches to schools. Drivers arrive at the kitchen at 9:30am and leave shortly thereafter. It takes about an hour and a half to two hours to deliver lunches depending on the number of volunteers and lunches. Upon request, we do offer a tax receipt at the end of the year to reimburse drivers for their gasoline.

Office Help

Assist with thank you cards, tax receipts, mailing, website maintenance, graphic design, photography, special projects or other office tasks. Our office is located on 12th Ave S.W.

Community Groups

Either helping an existing group, or setting up a new group that is needed. Community groups are partnered with a nearby school to care for students in need of lunches.

Community Special Projects Assistant

This volunteer helps to guide and facilitate baking and snack making special projects with volunteers at the kitchen and at external project locations.

Special Events

Acting as a representative of BB4CK, these volunteers assist at fundraisers (ex. casino) and special events, sharing information about BB4CK and hunger in Calgary.

DO YOU NEED TO ATTEND AN ORIENTATION?

Your first shift in the kitchen will include new volunteer training. BB4CK's Kitchen Supervisor will be at the kitchen to help you when you arrive and answer any questions you have about volunteering with us. Training includes an overview of food safety procedures and on-the-job training of lunch-making duties. Hygiene and safe food handling is extremely important to us. "If in doubt, wash your hands."

We encourage you to view the videos on the AHS website. There are also options for free mini food handling courses. <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-food-safety-basics-booklet.pdf>

New volunteer drivers will be able to accompany a staff member on a delivery route if needed, before they do their own route. The Operations Coordinator and/or Lead Driver will be on hand to take you through the delivery process and answer any questions.

WHAT SHOULD YOU KNOW BEFORE YOU COME?

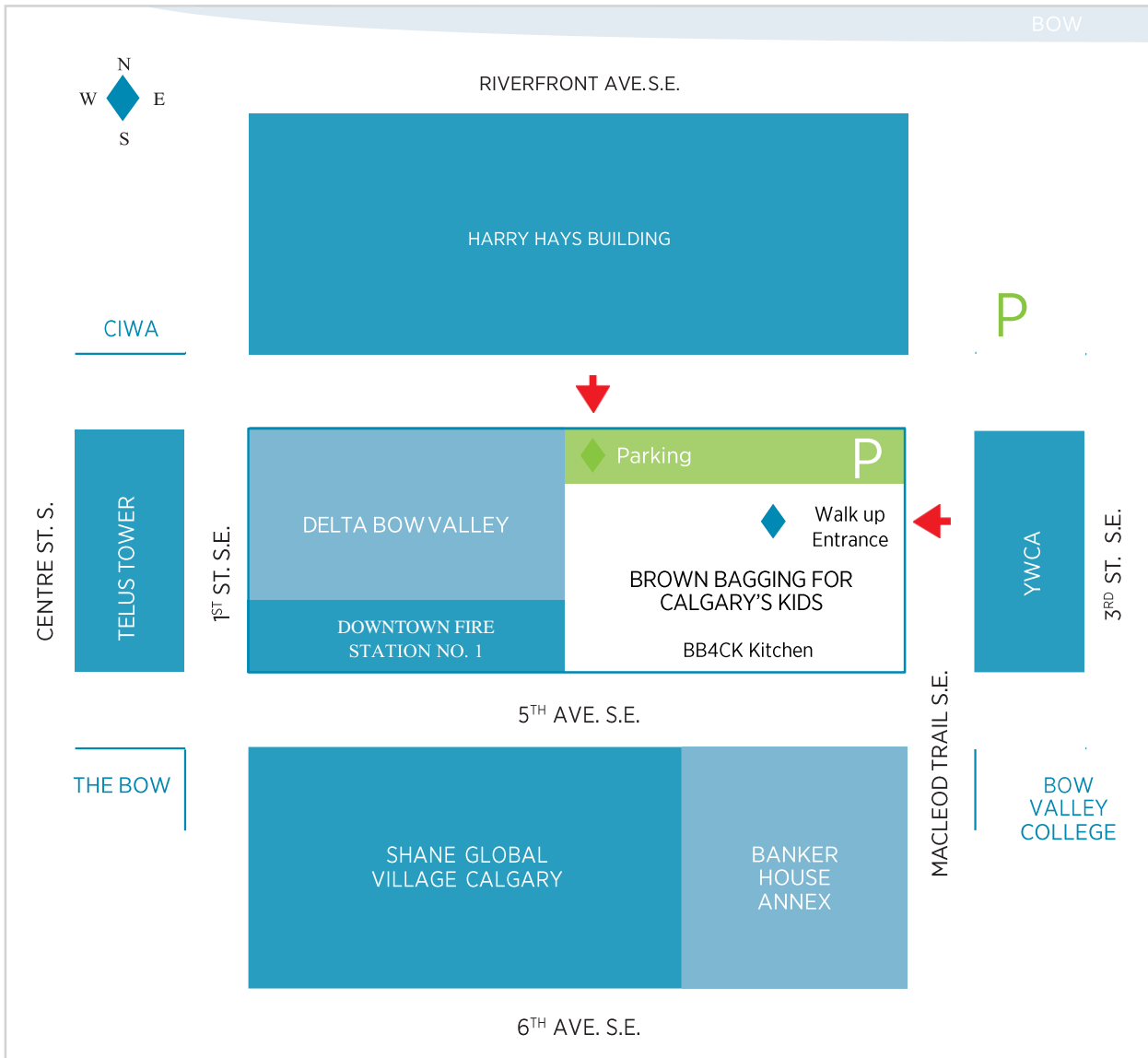
1. Please do not come to the kitchen if you are sick.
2. Please wear clothes that can be worn while using bleach and cleaners.
3. Please avoid wearing any jewelry or watches.
4. Hairnets will be provided; long hair must be tied back.
5. Please wear either a short-sleeved shirt or a shirt that has sleeves that can easily be rolled up, as well as comfortable footwear (closed toe) as you will be standing for long periods of time.
6. Our kitchen is nut free.

If you have questions, get lost, or are unable to attend your scheduled volunteer day, please contact the kitchen directly at (403) 237-5832.



LOCATION OF THE BB4CK KITCHEN

The kitchen is located in [Langin Place at 433 Macleod Tr. S.E.](#)



WHERE DO YOU GO?

The kitchen is located in Langin Place at 433 Macleod Tr. S.E. It is south of the Harry Hays building, east of the Bow Valley Delta Hotel and on the southwest corner of 4th Ave and Macleod Tr. S.E. The entrance is accessible from the west side of the block that borders Macleod Tr. N.

WHERE DO YOU PARK?

There is limited parking available in the covered car park, which is the first driveway off of 4th Ave after Macleod Trail. There is a BB4CK sign located below the Baker House signage. If you park in this lot, come up to the kitchen and pick up a parking pass to place in your vehicle. The first 3 stalls on your left, facing 4th Ave, are no parking. All other stalls available are marked reserved. We encourage your group to walk, take city transit, or carpool to the kitchen. There is also ParkPlus street parking around the building.