



## GROUP VOLUNTEER PACKAGE

We look forward to your visit to the Brown Bagging for Calgary's Kids (BB4CK) kitchen. Thank you for taking meaningful action to help feed and care for Calgary kids!

### HOW WILL YOU HELP US FEED AND CARE FOR CHILDREN AND YOUTH TODAY?

You will be a Lunch Creator. You will assist in making healthy lunches for children and youth who would otherwise go without. You will work with other volunteers to make lunches items as well as clean and sanitize the work area after lunches are made. It is very important that the number of volunteers that you have confirmed with the Volunteer Coordinator is the number that comes to the kitchen. Please let the Coordinator know ASAP if that number changes.

### WHAT SKILLS AND QUALIFICATIONS ARE REQUIRED?

All you need is a positive attitude, the ability to work with others and to be able to stand for the entire shift.

### WHEN DO WE NEED YOU?

Please arrive at the kitchen fifteen minutes prior to your shift start time, so you are ready to start making lunches right away. Starting on time is very important as the lunches for the day start being packed at 9 am. We ask that you stay until the end of your shift to ensure all the preparation work is complete for the group the next day. We take a coffee break with staff at 10 am on Morning shifts and 2:30 on Afternoon shifts.

Monday to Thursday - AM Shift	7:30 AM - 12:00 PM
Friday AM Shift (School Groups Only)	9:00 AM - 12:00 PM
Monday PM Shift	1:00 PM - 3:30 PM

### WHAT SHOULD YOU KNOW BEFORE YOU COME TO VOLUNTEER?

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 closed toe footwear as you will be standing for long periods of time;
6. Our kitchen is nut free; and
7. Wheelchair access is available. Please let the Volunteer Coordinator know when confirming your volunteer numbers if this service is needed.

### WHO DO YOU TALK TO WHEN YOU ARRIVE?

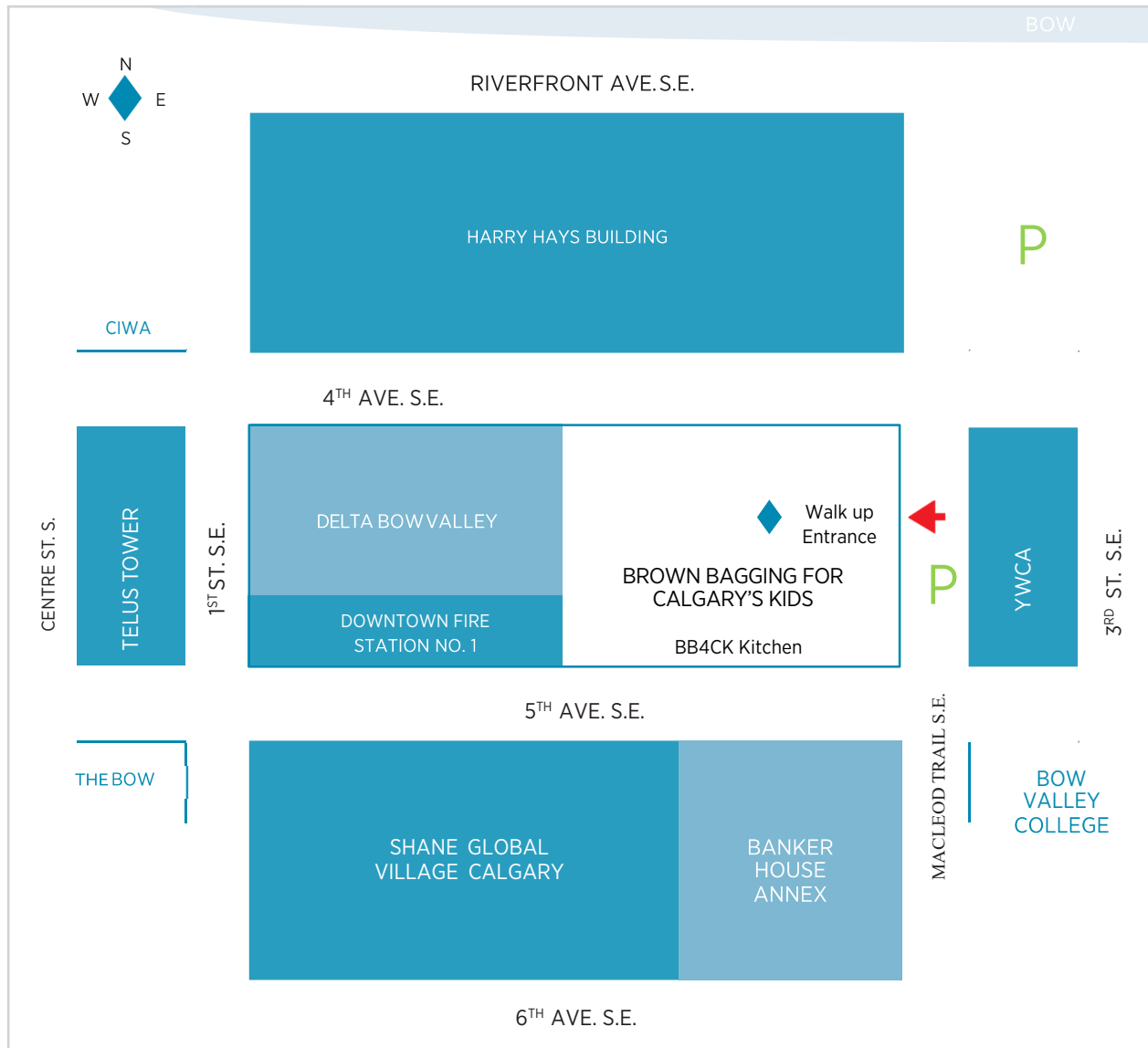
Flash a smile as you walk in the door and a staff or volunteer team member will greet you and guide you through the orientation. We are always on hand to answer any questions and resolve any problems that may come up. If the door is locked, please call the kitchen.

**If you have questions, get lost, or are unable to attend the day you are scheduled to volunteer, 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. SE](#)



### WHERE DO YOU GO?

The kitchen is located at 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 4<sup>th</sup> 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 angled ParkPlus across the street located in front of the YWCA (as shown on map). There is also ParkPlus all around Harry Hays and on other streets around our building. There is also a publicly available parking lot kitty corner to us (as shown on map). We encourage your group to walk, take city transit, or carpool to the kitchen.