



BROWN BAGGING FOR  
**Calgary's Kids**  
● LUNCHES ● PROGRAMS ● SOCIAL CHANGE  
[bb4ck.org](http://bb4ck.org)

## **Pre-Pack Volunteer**

Brown Bagging for Calgary's Kids (BB4CK) works to connect and inspire people to take meaningful action to feed and care for kids. Each school day we provide healthy lunches to hungry kids, and we empower communities to create lasting social change.

**Impact:** This is a key role in our kitchen, which supports other kitchen volunteers by ensuring that school delivery bins are properly labeled and packed. This allows group volunteers who arrive later to easily make and pack sandwiches into the appropriate bins once they have been prepared; without this role, we couldn't feed hungry kids!

**Role:** This position is from 6:30am-8:00am, and requires a commitment of at least two shifts per month. All training is done on site; no prior training is required. The location is our downtown kitchen – 433 MacLeod Trail SE.

### **Responsibilities:**

- Sorting bin labels and assigning appropriate bin sizes based on lunch numbers; pre-packing bins with fruit, veggies and snacks; monitoring notes on bin labels to ensure compliance with school requests; and organizing bins in order for volunteers to pack with remaining lunch items.
- All duties must be performed following general health and safety guidelines as instructed.
- Light to moderate lifting and bending is required; volunteers will be standing for the duration of their shift.
- Volunteers should wear comfortable closed-toe shoes and short sleeved shirts or sleeves that can be rolled up.

**Qualifications:** Pre-packing volunteers will have good organizational skills, strong attention to detail, ability to lift up to 40lbs., and enjoy early mornings.