



**Brown Bagging
for Calgary's Kids**

BB4CK Central Kitchen Volunteers

The Central Kitchen is located at 909 11th Avenue SW

Key Volunteer Roles

Delivery Driver

Delivery Driver volunteers deliver lunches to schools safely and on time. Drivers pick up their assigned route and lunch bins from our Central Kitchen, then bring them directly to designated schools across the city, making sure every lunch reaches the kids who need it most.

Shifts Mondays to Fridays: 8:45am, 9am, 9:30am, 9:45am or 10am (approx. 2 hour shifts)

Early Bird

Early Bird volunteers kick off our kitchen operations by assembling sandwiches, preparing fruits and vegetables, and getting lunches out the door to be delivered across the city.

Shifts Mondays to Thursdays: 6am-7:30am or 6:30am-8am

Lunch Packer

Lunch Packer volunteers play a key role in our lunch production, packing, labelling, and checking each school-bound bin to make sure it contains the right sandwiches, fruits, veggies, and dairy portions.

Shifts Mondays to Thursdays: 6am-8am or 8am-11am

Prep

Prep volunteers manage condiments, prepare meat and cheese, mix sandwich salads, bake tasty snacks, and more to ensure the kitchen is always ready for production.

Shifts Mondays to Thursdays: 6:30am-8am; Fridays: 8:30am-11:30am



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Key Volunteer Roles Continued

Lunch - Production

Production volunteers keep our kitchen running smoothly and efficiently, preparing everything from sandwiches and baked goods to fruits and vegetables, and play an essential part in making sure every lunch is ready to go.

Shifts Sundays: 9am-12pm or 12:30pm-3:30pm; Mondays to Thursdays: 11:30am-2:30am; Tuesdays and Thursdays: 4:30pm-7:30pm; Fridays: 8:30am-11:30am

Snack Packer

Snack Packer volunteer supports other kitchen volunteers by ensuring that school delivery bins are properly labelled and packed with the snacks designated for each school.

Shifts Thursdays: 1:30pm-3:30pm

Time Commitment, Location and Training

- Each volunteer role has its own level of commitment, and we know life can get busy. We ask that you try to commit to at least one shift per week for six months.
- Our Central Kitchen is open Sunday through Friday.
- Everyone is welcome, no experience needed!
- You'll receive hands-on training at our Central Kitchen (909 11th Ave SW) before getting started.
- Children over 10 are welcome, and anyone under 18 years old must be accompanied by an adult.

We can't wait to meet you!



Your time, care, and heart make a lasting impact for kids in our community. Together, we care for kids!



Brown Bagging for Calgary's Kids

BB4CK Community Group Volunteers

Community Groups are in various locations across Calgary.

Key Volunteer Roles

Group Lead

Group Lead volunteers help keep lunch production organized, efficient, and food-safe. They coordinate schedules, support volunteers, and ensure smooth operations from planning to delivery. This role may also be shared between two people as co-leads.

- **Responsibilities:** Managing schedules and approving volunteer hours on Better Impact; printing school lunch orders and requesting grocery card funding (if needed); running supplies and ingredients during lunch production (Mondays and/or Wednesdays); tracking inventory and completing monthly temperature checks.

Shifts Mondays and Wednesdays mornings

Delivery Driver

Delivery Driver volunteers deliver lunches from their community group to nearby schools safely and on time. They pick up lunch totes from their group in the morning and deliver them to designated schools in the surrounding area. After completing deliveries, they return empty bins and ice packs provided by the schools and store them appropriately. Bi-monthly temperature testing and logging of sandwiches are also part of this role.

Shifts Mondays and Wednesdays mornings, starting around 10 am and roughly taking one hour

Grocery Shopper

Grocery Shoppers purchase lunch ingredients locally using BB4CK-provided grocery cards. They shop weekly or bi-weekly based on the group's needs in the Kitchen Operating System (KOS) and deliver ingredients on ice to the group's fridge or freezer afterward.

Shifts Shopping takes place before the group's production days—on any day prior to Monday and/or Wednesday



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Key Volunteer Roles Continued

Lunch - Production

Lunch Production volunteers prepare sandwiches and vegetables for lunches that support kids in local schools. They help create nutritious, ready-to-go lunches in a fun, team-oriented kitchen environment while maintaining a clean workspace that meets AHS food-safety standards. Signing up for shifts through Better Impact is required.

Shifts Monday and/or Wednesday mornings from approximately 8:30 to 10 am

Lunch Packer

Lunch Packer volunteers pack lunches according to each school's order, ensuring the correct number of lunches and ice packs are included. They also complete monthly temperature testing and logging of sandwiches to maintain food safety standards.

Shifts Monday and/or Wednesday mornings, starting at 9:30 am



Ready to get involved?

- Lead a group, step in as a Group Lead and bring people together.
- Join an existing group in your area (as space allows).
- Start a new group with friends, coworkers, or neighbours.



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