



Food Processing & Prep Volunteer

Organization: The Doorway

Location: Bay 10, 2808 Ogden Road SE

Time Commitment: Minimum of one 4-hour shift, once per week for a minimum of six months.

Mission & Vision:

Making change possible by empowering young people to take steps towards a better quality of life. Our vision is an equitable world where young people have the tools to thrive.

About Us:

The Doorway is a participant-driven organization that empowers young people as they transition away from street life and into stable and secure housing. At The Doorway we believe that transition is about changing more than where you sleep, it's about changing the way you see yourself and the world around you. The Doorway community is about meeting young people where they are at, without judgement. We are passionate about listening, empathy, empowerment and self-determination. Our team works collaboratively, operating with the understanding that each participant has knowledge and wisdom and is the expert in their own lives.

Role Overview:

The Food Processing & Prep Volunteer supports the food program operations by assisting with the preparation, processing, packaging, and organization of food items. Working alongside staff and fellow volunteers, this position helps ensure that food products are handled safely, efficiently, and in accordance with food safety standards. Food is an integral part of The Doorway's day to day operations of supporting young people with food insecurity.

Key Responsibilities:

- Process donated and purchased food products for distribution, storage, or meal preparation.
- Inspect food items for quality, freshness, and expiration dates, removing any damaged or unsafe products.
- Package and label prepared food products accurately and efficiently.
- Maintain a clean, organized, and sanitary food preparation and processing area.
- Follow all food handling, hygiene, and workplace safety procedures.
- Support inventory management by stocking, rotating, and organizing food supplies.
- Assist with portioning ingredients and preparing food kits or meal components.
- Operate basic food preparation equipment safely and responsibly, following provided training.
- Help unload, sort, and store incoming food donations and deliveries.
- Work collaboratively with staff and fellow volunteers to meet daily production and distribution goals.
- Report food safety concerns, equipment issues, or supply shortages to supervisors.
- Contribute to a positive, respectful, and welcoming volunteer environment.

Skills & Qualities:

- Basic food preparation and handling skills – Food Safe Certificate is an asset
- Understanding of food safety and sanitation practices.
- Ability to follow written and verbal instructions accurately.



Physical Address:

Bay 10, 2808 Ogden Road SE Calgary AB T2G 4R7

Mailing Address:

Box 46067, Inglewood RPO Calgary AB T2G 5H7

403 269 6658

friends@thedorway.ca

thedorway.ca



- Strong attention to detail when sorting, inspecting, and packaging food items.
- Ability to work efficiently in a fast-paced environment.
- Good organizational and time management skills.
- Basic inventory and stock rotation skills.
- Effective communication skills.
- Ability to work independently and as part of a team.
- Physical ability to stand for extended periods and lift moderate weights when required.
- Punctual and consistent in attendance.
- Able to maintain confidentiality and professionalism when required.

Training & Support:

- Tour of The Doorway space and rules of engagement
- Safety procedures

Screening Requirements:

- Interview with the Volunteer Coordinator
- Police Information Check (PIC) through Calgary Police Service – The Doorway will cover the cost of this security check and will provide instructions and support about the process.

How to Apply:

- Email volunteer@thedoorway.ca with a short email about why you are interested in this volunteer position, as well as a resume.