

Position Title	Welcome Centre Greeter (71A)
Supervisor	Welcome Centre Coordinator
Time Commitment	Minimum of one shift per week (8:45AM - 4:00PM) Minimum three month commitment Shifts needed Monday, Thursday and Friday

Position Description

The Welcome Centre Greeter works in a fast-paced environment to provide front-line support to the daily operations of the Daily Bread Food Bank. The Welcome Centre Greeter provides a welcoming and professional environment by greeting volunteers and visitors, providing information, record keeping, managing information, and maintaining security.

Duties

- Welcome volunteers and visitors and provide information as needed
- Conduct volunteer intake and enter information in MS Access (training will be provided)
- Maintain security and Welcome Centre supplies and neatness
- Provide onsite service referral
- Maintain Health and Safety Guidelines and DBFB policies at all times
- Other administrative duties as assigned

Qualifications

A commitment to DBFB's Mission. Customer service, telephone etiquette, professionalism, enthusiasm. Skills in verbal and written communication, Microsoft Office suite, typing, data management, listening, organization, multi-tasking, problem solving. The ability to handle pressure well, to respond to problematic behaviour without being judgmental or defensive, and to interact comfortably with a diverse volunteer population in a pleasant and compassionate manner.

How to Apply

To apply for this position, please email your resume to volunteer@dailybread.ca with the subject line: Greeter.