**Volunteer Role Description**
**Volunteer Job Title: Meal Assistant Volunteer**

*Fife House is an innovative, client-focused provider of secure and supportive affordable housing and services for people living with HIV/AIDS in the greater Toronto Area. Fife House currently had approximately 110 staff working across 6 locations.*

*Fife House understands that historically marginalized groups in our communities often encounter barriers to full access and participation. We, therefore, commit to actively dismantling all forms of racism and systemic oppression with GIPA/MIPA at the forefront. As a settler agency, Fife House stands in solidarity with Indigenous and Black Peoples across Turtle Island and recognizes the role we have in the work of reconciliation and healing.*

**Volunteer Title:** Meal Assistant Volunteer
**Department**: Meal Programs
**Location:** Residential Programs
**Volunteer Days and Hours**:

- 4hrs shifts (twice weekly or bi-weekly)
- Flexible scheduling depending on volunteer and client availability

**Commitment required**: At least 6 months
**Reports to**: Programs Manager

**Description of Volunteer Position:**
The *Meal Assistant Volunteer* supports the residential Program by helping prepare and serve meals for residents in a safe, welcoming environment. This volunteer assists with meal setup, serving, and cleanup, ensuring the kitchen and dining areas are kept clean and organized. They work closely with the Program Manager and team to maintain food safety standards and uphold client confidentiality. The role is ideal for someone with cooking skills, and an understanding of the importance of respectful boundaries and community care.

**Duties and Responsibilities**

- Assist with the setup and cleanup of the dining area before and after meals
- Help with preparation and serving of meals for residents
- Ensure the kitchen and dining areas are kept clean, organized, and safe
- Follow food safety standards and proper handling procedures during meal service

- Assist with any other meal-related tasks as assigned by the Program Manager

**Skills and Qualifications required:**

- Understanding of boundaries and the importance of client confidentiality
- Good knowledge of food preparation and basic cooking skills
- Valid Food Handler's Certificate completed before starting as a volunteer
- Some personal, volunteer, or professional experience related to HIV/AIDS preferred

**How to Apply:**

Interested candidates should apply by completing the Online Volunteer Application Form, which can be found at https://www.fifehouse.org/volunteer-application-form.

For any questions, please email us at volunteer@fifehouse.org

*Fife House is an equal opportunity organization that welcomes and serves members of all communities and backgrounds. We warmly serve and support members of all 2SLGBTQ+ communities, as well as First Nations, Inuit and Métis peoples. We also warmly welcome volunteers from these communities to join us in our work. We are dedicated to creating a diverse, inclusive, and respectful environment where everyone feels valued and supported.*

*In line with these values, Fife House is committed to upholding the principles of equity, diversity, and inclusion in both our living and work environments. We seek volunteers who will work respectfully and constructively with differences and across levels of power, helping us build a welcoming space for all.*