

## Cleaning/Sanitation Team

Team lead: Mike Boss

Team member duties:

- Sign up for cleaning shifts on calendar on website
- Sanitize 2x per day
- Deep clean 2x per week

Team lead duties:

- Replenishing cleaning supplies
- Training new volunteers on food safety/cleaning process
- Coordinating cleaning schedule
- Organizing with other team leads

## Social Media team

Team lead: Brianna Kroener

Team member duties:

- Posting updates
- Posting educational slides/Answering Questions
- Company recognition posts
- Posting safety guidelines
- Posting fridge etiquette
- Directing people/volunteers to appropriate channels
- Fielding questions in WhatsApp, Instagram, and Facebook
- Directing incoming volunteers to proper teams
- Notifies the Community about upcoming events across all platforms
- Relaying information from Community to Volunteers

Team lead duties:

- Organizing with other team leads
- Coordinating post schedule
- Training new volunteers in handling the social media
- Working closely with graphics design team to make posts
- Working closely with FlashFood team to notify them of orders

# Teams and Team Duties

## HR

Team lead:

Duties:

- Answering emails
- Directing incoming volunteers to proper teams
- Handles internal disputes
- Organizing with other team leads
- Press and media coordination
- Handling conflict resolution

## Treasurer

Team lead: Brenda Lang

Duties:

- Depositing donations
- Reimbursing volunteers
- Doing the books
- Organizing with other team leads

## Flash food pickup team

Team lead:

Team member duties:

- Picking up and delivering flash food orders

Team lead duties:

- Training new volunteers on FlashFood pickup
- Coordinating pickup schedule
- Organizing with other team leads
- Working closely with social media team to receive orders

## Loblaws pickup team

Team lead: Brianna Kroener

Team member duties:

- Pickup Loblaws orders 2x per week

Team lead duties:

- Coordinating with Loblaws for pickup dates
- Working with culinary team to get specific groceries
- Coordinating with Loblaws pickup driver
- Training new volunteers on how to receive orders
- Coordinating pickup schedule
- Organizing with other team leads

### **Lowblaws Procedures:**

- Notifying Culinary Team of Raw Meat/Seafood donations to be utilized in Ready Made Meals.
- Notifying Culinary Team of large quantity donations to be utilized in Ready Made Meals such as:  
25kg Bag of Sugar, 50lbs of Butter, Large containers that cannot be downsized, etc.
- Closely inspect quality of donated food and discarding the following:  
Bruised Produce, Damaged Cans, Expired Goods, Broken/Open Items, Moldy/Rotten Food.

## Graphic Design team

Team lead: N/A

Team member duties:

- Making graphic art for social media posts
- Making posters
- Designing bulletin art
- Other graphic design

Team lead duties:

- Working with social media team
- Training new volunteers on GD
- Coordinating team schedule
- Organizing with other team leads

## Culinary team

Team lead: Brianna Kroener

Team member duties:

- Cooking
- Following food safe protocols
- Packaging/labelling food
- Delivering food to fridge

Team lead duties:

- Directing culinary team
- Communicating with various commercial kitchens
- Taking community requests for dishes
- Shopping for supplies
- Utilizing excess food items
- Working with Loblaws pickup team to get specific groceries
- Training new volunteers on food safety/cooking process
- Coordinating cooking schedule
- Organizing with other teams