Georgian Good Food Box Pack Coordinator

2025-07-04

The Georgian Good Food Box is a not-for-profit food purchasing club that promotes good nutrition across the Clearview, Collingwood, and Wasaga Beach communities. It is operated and managed 100% by volunteers and each month the Good Food Box distributes over 500 bags of produce that includes an assortment of fresh fruits and vegetables to anyone in the above-mentioned communities.

The Georgian Good Food Box (GGFB) is currently seeking a volunteer **Pack Coordinator** for the **Wasaga Beach** location.

Role responsibilities - The Wasaga Beach Pack Coordinator role overview includes:

- Order processing - First Thursday/Friday of each month (Approximately 6-hour time commitment):
    - Collect cash payment envelopes from three locations:
        - Wasaga Beach Public Library
        - Two locations at the Ramblewood Medical Center
    - Collect monthly PayPal orders – File distributed via email.
    - Process cash payments and PayPal orders.
    - Input orders onto the monthly order sheet.
    - Prepare bank deposit for the cash orders and deposit at TD Bank
    - Confirm order numbers via email by the following Sunday.

- Pack execution - Third Wednesday of each month (Approximately 6-hour time commitment):
    - In advance of the pack day:
        - Collect pack contents list (distributed via email on Tuesday prior to the pack date)
        - Review expected volunteer numbers with Volunteer Coordinator (distributed via email)
        - Prepare printouts – Order list, signage.
    - During the package day:
        - Open the Lion's Den at the Wasaga Beach Recplex by 8:30am
        - Communicate the order details/plan to the volunteers.
        - Supervise pack operations (ensure bag number requirements are met or adjusted)
        - Supervise customer pick-up (manage any discrepancies)