

How to Schedule YOUR Volunteer Shift

1. Select which role/department you wish to volunteer for.



2. Review shift information on the lefthand side and the calendar on the righthand side.

| GILLIAN'S | | Select a Date & Time | | | | | | | | |
|--|-----------------------------------|----------------------|-----------|----------|----------|-----------|-------|-----|--|--|
| | CE | < October 2023 > | | | | | | | | |
| | | SUN | MON | TUE | WED | THU | FRI | SAT | | |
| Volunteer Program | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |
| Food Services A | ssistant | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 3 2 hr | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| 15 Gibson Place, St. Cati | harines | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| Food Services Assistant - (2 | hour shifts) | | | • | | | | | | |
| Please Note: Initial training a | shift required. | 29 | 30 | 31 | | | | | | |
| Initial Shift Training Availabl | e: | | | | | | | | | |
| Mondays 2:30-4:30pm Thursdays 10:00am-12:00pm | | Time | zone | | | | | | | |
| (Optional training shifts avai request) | lable upon | \$ | Eastern T | lime - U | S & Cana | da (2:58) | pm) 🕶 | | | |
| Mon-Fri: 7:30-9:30am -Assist | with school | | | | | | | | | |
| lunches, clean up kitchen | with an a data allocated | | | | | | | | | |
| <u>Mon-Pri</u> 4:30-6:30pm -Assist [Direct cooking - Safe food h | with serving dinner andling is | | | | | | | | | |
| Conkie settinos | Depend abuse | Con | | | | | | | | |

3. Select your preferred date and available shift opportunities will populate on the righthand side.

| GILLIAN'S | | | | | | | | |
|--|--------|-----------|----------|------------|-----------|------|-----|----------------------|
| PLACE | | < Octo | | tober 2023 | | > | | Thursday, October 26 |
| | SUN | MON | TUE | WED | THU | FRI | SAT | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7:30am |
| Volunteer Program | | | | | | | | 10:00am |
| Food Services Assistant | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 10.000 |
| () 2 hr | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 4:30pm |
| 15 Gibson Place, St. Catharines | | | | | | | | |
| Food Sandcas Assistant - (2 hour shifts) | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| Please Note: Initial training shift required. | 29 | 30 | 31 | | | | | |
| Initial Shift Training Available: | | | | | | | | |
| Thursdays 10:00am-12:00pm | Time | zone | | | | | | |
| (Optional training shifts available upon | 0 | Søstern T | ime - US | & Canad | ta (2:59p | m) = | | |
| request) Mon-Fri: 7:30-9:30am -Assist with school | | | | | | | | |
| lunches, clean up kitchen | | | | | | | | |
| Mon-Fri 4:30-6:30pm -Assist with serving | | | | | | | | |
| dinner (Direct cooking - Safe food handling | | | | | | | | |
| Cookie settings Report abuse | (A Tr | oublesho | 01 | | | | | |

4. Complete this form. You will find a pull-down menu to click on which role you are signing up for. Click Schedule Event.

| | Enter Details Name * |
|--|--|
| | Email * |
| Volunteer Program | |
| Food Services Assistant | Add Guests |
| (§ 2 hr | Blease share anything that will help prepare for our meeting |
| 15 Gibson Place, St. Catharines | Prease share anything that will help prepare for our meeting |
| 10:00am - 12:00pm, Thursday, October 26, 2023 | |
| | |
| G Eastern Time - US & Canada | What role are you signing up for? |
| Eastern Time - US & Canada Food Services Assistant - (2 hour shifts) Please Note: Initial training shift required | What role are you signing up for? |
| Bastern Time - US & Canada Food Services Assistant - (2 hour shifts) Please Note: Initial training shift required. Initial Shift Training Available: | What role are you signing up for? Select Mon-Fri 7:30-9:30am - Assist with school lunches, |
| A Eastern Time - US & Canada Food Services Assistant - (2 hour shifts) Please Note: Initial training shift required. Initial Shift Training Available: Mondays 2:30-4:30pm | What role are you signing up for? Select Mon-Fri 7:30-9:30am - Assist with school lunches, clean up kitchen |
| Eastern Time - US & Canada Food Services Assistant - (2 hour shifts) Please Note: Initial training shift required. Initial Shift Training Available: Mondays 2:30-4:30pm Thursdays 10:00am-12:00pm | What role are you signing up for? Select Mon-Fri 7:30-9:30am - Assist with school lunches, clean up kitchen Mon-Fri 4:30-6:30pm - Assist with dinner prep. |
| Eastern Time - US & Canada Food Services Assistant - (2 hour shifts) Please Note: Initial training shift required. Initial Shift Training Available: Mondays 2:30-4:30pm Thursdays 10:00am-12:00pm (Optional training shifts available upon request) | What role are you signing up for? Select Mon-Fri 7:30-9:30am - Assist with school lunches, clean up kitchen Mon-Fri 4:30-6:30pm - Assist with dinner prep, org pantry, dishes, sanitize surfaces, garbage, assist clients |
| Cookie settings Cookie settings | What role are you signing up for? Select Mon-Fri 7:30-9:30am - Assist with school lunches, clean up kitchen Mon-Fri 4:30-6:30pm - Assist with dinner prep, org pantry, dishes, sanitize surfaces, garbage, assist clients Sat-Sun 9:00am-5:00pm - Organized pantry, dishes sanitize surfaces, garbage, assist clients |

5. You will receive a notification on your screen that your shift has been scheduled. You will also receive an email confirmation.

| Food Services Assistant |
|---|
| O Volunteer Program |
| 📛 4:30pm - 6:30pm, Thursday, October 26, 2023 |
| 🕝 Eastern Time - US & Canada |
| 15 Gibson Place, St. Catharines |

6. You will also have the opportunity to schedule another shift(s) by clicking on the link Schedule Another Event.

| VP | Volunteer Program Required © Bev Reimer (she/her) |
|--------------------|--|
| Please | e respond. |
| () Oct | iber 26, 2023 10:00 AM-12:00 PM 🛛 😌 15 Gibson Place, St. Catharines |
| | Timesheet |
| 10 AM | Legacy.com Beer Reliner and Volunteer Program 15 Gilson Place, St. Catharines Volunteer Program |
| Event N | ame: Food Services Assistant |
| Food Se | rvices Assistant - (2 hour shifts) |
| Please | Note: Initial training shift required. |
| Initial S | hift Training Available: |
| Monda | rs 2:30-4:30pm |
| Thursda | ys 10:00am-12:00pm |
| (Option | al training shifts available upon request) |
| Mon-Fr | : 7:30-9:30am -Assist with school lunches, clean up kitchen |
| Mon-Fr | 4:30-6:30pm -Assist with serving dinner (Direct cooking - Sofe food handling is required), organize pantry, dishes, sanitizing kitchen surfaces, taking garbage out, h |
| Locatio | n: 15 Gibson Plana St. Catharinas |
| What re | vie are you signing up for?: Mon 2:30-4:30pm - Initial Training |
| Need to Cancel: | nmake changes to this event? https://calendly.com/cancellations/a5e723b4-4894-4aa4-b9ee-7f359276a3a8 |

6. Be sure to click the accept button at the top left of the email

7. If you need to cancel your volunteer shift, you will find a cancellation link at the bottom of your email. Please note: If you are cancelling with less than 3 days notice, please call our reception desk at 905-684-4000 ext. 221 to advise us.

