

## VOLUNTEER TASKS

Time commitment for volunteers is about two hours a morning. Volunteers help set up, prepare and serve breakfast and help put everything away and clean up after breakfast. The head volunteer will transmit all information concerning rules and work methods. These are also included in the handbook that can be found in every club.

## HIGHLIGHTS:

### MAIN HYGIENE, HEALTH AND SAFETY RULES:

- Apron and hair/beard nets (must cover all hair) required
- Hands must be clean and without injuries, nails short and un-polished
- Hands must be washed before preparing food and as required during the meal
- No jewelry (including watches) can be worn when preparing food
- Eating not allowed when preparing or serving food
- Tongs must be used to serve food
- The 4-step dish washing process must be followed (pre-rinse, wash, rinse and sanitization)

## WATCH OUT FOR FOOD ALLERGIES!

*The club has a food allergy policy. It is important to read it on your first morning to keep the children safe. Questions? Ask your head volunteer!*

## JEUNESTIME

JeunEstime are a daily investment that helps children realize their dreams.

### IT INCLUDES:

- A warm welcome;
- Attentive listening;
- Interaction based on respect and building self-esteem;
- Reinforcement of peaceful behaviour;
- Respect for the confidentiality of information regarding the children, volunteers and school team members.

**THIS APPROACH IS  
OUR COMMITMENT TO CREATING  
A NURTURING ATMOSPHERE  
AROUND BREAKFAST.**

### IMPORTANT INFORMATION

.....  
School name and address

.....  
Volunteer's Schedule

.....  
Head volunteer's name

.....  
Email

.....  
Telephone

.....  
Regional Coordinator's name

.....  
Email

.....  
Telephone

**BREAKFAST,  
THE FIRST  
BITE  
OF SUCCESS**  
WELCOME TO THE CLUB



[breakfastclubcanada.org](http://breakfastclubcanada.org)



## OUR COMMITMENT

At the Breakfast Club, we believe that all children should be able to pursue their plans and nourish their dreams. This is why we commit to providing our members with a healthy breakfast in a caring atmosphere every school day.

We commit to treating the children with respect by bolstering their strengths and talents. We commit to managing our revenue and expenses diligently to merit the confidence of our partners and donors.

We promise our employees and volunteers to foster the values of integrity, respect and mutual aid.

## TEAM MEMBERS

### VOLUNTEERS

Volunteers are at the heart of our organization. They participate on a regular basis (on average once a week). A volunteer's schedule is determined in advance based on their availability and the needs of their designated school club.

### HEAD VOLUNTEER

Head volunteers are present every morning the club is in operation. They make sure that all activities function smoothly. They supervise the children and lead the team of volunteers. They ensure that MAPAQ and Club rules and standards are applied and maintained.

### REGIONAL COORDINATORS

Coordinators connect their regional clubs to the head office. Their job is to develop, support, supervise and evaluate programs so they operate effectively and are successful.

### HEADQUARTERS

The team at headquarters supports the regional coordinators. They also represent the organization when dealing with partners and the general public.

### COORDINATION COMMITTEES

The committee's main objective is to evaluate the operation of the school's club and take remedial action when necessary. It includes various representatives from the school, from the club and sometimes even from the community. They share a common interest: maintaining the quality of the services provided to the children.

## THE CLUB'S COMMITMENT TO VOLUNTEERS

### THE CLUB WILL SUPPLY VOLUNTEERS WITH:

- Relevant training and support;
- Equipment required to carry out their duties;
- A safe environment (with help from the school team);
- Accidental insurance;
- School calendar (so they are aware of holidays that might affect their schedule).

## VOLUNTEERS' COMMITMENT TO THE CLUB

### VOLUNTEERS AGREE TO:

- Submit a criminal background check before starting with the Club;
- Respect the terms of the volunteer commitment form (document from the coordinator or head volunteer that must be signed);
- Follow the schedule or advise the head volunteer if there is a problem;
- Carry out the required tasks following safety standards and relevant MAPAQ regulations\*;
- Respect the school's ethics and dress codes;
- Refrain from taking any photos or videos unless the regional coordinator has granted permission;
- Refrain from broadcasting through any pictures or any medium pictures or information about the Club, the volunteers or the children;
- Evolve in an atmosphere of respect for the children and other team members as per the Club's self-esteem values.

## OUR MISSION

The Breakfast Club of Canada makes sure that children receive two elements required for growth and learning: a nutritious breakfast and an environment that fosters self-esteem.

# JUST LET US KNOW!

[breakfastclubcanada.org](http://breakfastclubcanada.org)

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