

Volunteer Role Description

Title: Collections Driver – 3 hours session – weekday mornings

Team: Goods-In

Position Type: VOLUNTEER

Reports to: Warehouse Manager

Location: UNIT 80 GREENHAM COMMON BUSINESS PARK

West Berks FoodBank

The West Berks Food bank team provide essential support for those in our community who have a short-term food need. The Foodbank relies on donations that are made in various ways – in-store supermarket collections baskets, church and school collections, personal and community donations among others. Donations are usually collected by volunteer drivers, but donation coordinators and individual donors also bring donations directly to the warehouse.

Donations consist of many different products – tinned food, milk cartons, cleaning products, personal toiletries, packets of biscuits – which all have to be sorted, by expiry date where applicable so that they can be sent back out to clients or stored for future delivery.

The client orders are packed at the warehouse and distributed by a team of volunteer drivers.

Collections Driver Volunteer role objective.

This volunteer is a member of the friendly Goods In team, working out in the van collecting donations to bring to the warehouse at Greenham Park where the rest of the Goods In team sort them. The Distribution team is also based in the same warehouse.

Likely activities and tasks that might be requested.

- Making collections in the West Berkshire Foodbank vans from various locations as required including permanent collection points (PCP) in supermarkets, churches and other donation centres.
- Representing West Berkshire Foodbank in all public places where collections take place and speaking with people working at collection points such as supermarket customer service teams to ensure that they know when the collections have been made and when the next one is planned.
- Ensuring that all donations are collected in appropriate crates for safe delivery to the warehouse.
- Keeping track of which donations came from which source to enable donations to be allocated to the correct collection point.
- Delivery of larger crated orders to other partner organisations e.g., Loose ends.
- Refuelling the van as necessary.

Specific volunteer requirements:

- Drivers must hold a full clean licence, be over the age of 30 and be confident to drive in potentially busy car park locations.

- Basic mobility and fitness to lift boxes of up to 20kg in and out of the van.
- Be organised and methodical.
- Good communication skills.
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Dress requirements:

- A West Berkshire Foodbank T-shirt and/or fleece should be worn to allow easy identification.
- Basic PPE is currently mandatory.

Date approved: 30/3/21

Approved By: Warehouse Manager/Project Manager