



Volunteer Role Description

Title: Goods in Lead Volunteer

Position Type: Volunteer

When: Weekdays mornings – Monday, Wednesday, or Friday

Time commitment: 9am-1pm

Reports to: Warehouse Manager

Overview of the role: This role involves supporting the food bank team in managing their food donations. Food donations are sorted, weighed and packed ready for distribution.

Key tasks

- Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual
- Receive food donations from members of the public and thank them
- Ensure that incoming stock is checked, weighed, and recorded
- Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Keep warehouse area clean and tidy at all times, checking for evidence of pests and notifying the project manager if there are any concerns
- Prepare stock orders for the foodbank centre and/or emergency food boxes, as appropriate
- Assist in undertaking an annual stock take as detailed in the foodbank operating manual
- Report any health & safety or safeguarding concerns to the project manager

About you

- Strong team player
- Has an eye for detail
- Organised and self-motivated
- Happy with some heavy lifting

Benefits of volunteering

- Using your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the community
- Make a real difference to the running of your food bank

Impact of your role

- Helping to drive efficiencies in the running of the food bank
- Protecting the future of the food bank
- Developing the reach of the food bank

Support

You will be given all the required training and support whilst learning the role.

You will have a main contact throughout your time volunteering. Your main contact will be Laura Iaschi

How to apply

For more information please contact HR@westberks.foodbank.org.uk or fill in our application form found on our website westberks.foodbank.org.uk

Date approved: 23/10/24

Approved By: Warehouse Manager