

Volunteer Role Profile



Volunteer Role	Logistics coordinator
Volunteer Manager	Food bank project manager
Where you will be based	Community

Why we want you

Food banks provide essential community services to people in crisis. By volunteering as a Logistics coordinator, you will support the warehouse team to manage their food donations, coordinate storage procedures and supporting volunteers.

Alongside being a voice for change in your community, you can make a real difference to people's lives providing vital help and support in your local community.

What you will be doing

- Overseeing the general upkeep of the warehouse
- Coordinating collections across the local area e.g. from supermarkets, schools and churches
- Processing donations, ensuring incoming stock is checked, weighed and recorded
- Organising the dispatch of donations from the warehouse to the food bank centres
- Ensuring volunteers are following Health and Safety guidance, Manual Handling training and the other policies and procedures related to the running of the food bank
- Reporting regularly to your Main Contact
- Overseeing the annual stock take as detailed in the foodbank operating manual
- Coordinating volunteer sessions.

The skills you need

- Strong team player
- Good leadership skills
- Confident IT user
- Confident collecting and analysing data
- Excellent attention to detail
- Organised and self-motivated
- Happy with regular light lifting some heavy lifting
- Warehouse experience desirable but not essential.

What's in it for you

- Using your existing skills to make a difference
- Contributing to the smooth running of the food bank
- Engaging with a range of committed and friendly volunteers.