

Volunteer Role Profile



Volunteer Role

**Warehouse assistant and shift team leader-
Devizes and District Foodbank**

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 shift team leader, you will play a crucial role in ensuring the smooth running of a food bank session by leading a team of caring and dedicated volunteers. In addition, you will help process food donations, sorting items, ensuring they are in date, minimising wastage and packing food boxes ready for distribution. 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

- 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
- Ensure that outgoing stock (including emergency food boxes) is checked, weighed, and recorded
- Sort food by date and type, removing any items that are damaged or out-of-date and placing in the relevant crates
- 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

The skills you need

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

What's in it for you

- 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