Role title: Warehouse Staff – WSM Foodbank

Time commitment: sessions are between 10.30 and 2.45 on a Monday, Wednesday and Friday. Volunteers commit to one session per week

Additional adhoc help for food collections and events - optional

Location: Foodbank – North Street – WsM

Responsible to: Foodbank Manager and Assistant Manager

**Role purpose summary:**

The warehouse staff will assist with the smooth running of the Foodbank warehouse, so that all food stock is maintained correctly and parcels are produced in a timely manner.

**Key elements of the role:**

You will be involved in the following: -

* Receiving and sorting stock into the warehouse
* Greeting donors
* Dating food and sorting by food product
* Ensuring stock rotation and shelves replenishment
* Preparing food parcels
* If you are a driver, picking up and dropping food when required
* Ensuring the warehouse is kept clean and tidy at all times
* Ensuring health and safety standards are maintained
* Be prepared to help other parts of the foodbank operations if needed

**Personal qualities:**

Team player: you will be part of a busy and enthusiastic team with people from different backgrounds and experience. You will be able to relate to all people, being prepared to listen and help the other volunteers as well as the clients and donors.

Flexibility: you will have a positive and pro-active attitude to your role, ready to adopt changes and new regulations as and when. You will be willing to support the areas where additional help is needed and adapt your work to current pressures (ie at Christmas you might need to focus on stock rotation or stock sorting)

Professionalism: you will uphold WsM Foodbank and Trussell Trust values, acting with integrity, compassion and a willingness to comply with the charities policies and procedures, including health and safety, confidentiality agreements and safeguarding.

Adaptability: foodbank work can be unpredictable due to the changing environment and pressures of our work. You will be expected to help where needed including hoovering, keeping shelves stacked up etc

**Expectations:**

* Ability to follow instructions and be flexible
* Physically able as carrying and lifting is involved
* Ability to work under pressure at times
* Committed to a weekly session and reliable (you will be expected to contact us if absent due to illness or to inform us about holidays)
* Flexible and be able to work as part of a team
* Attend training if required

**Occupational requirements:**

* Weston Foodbank and the Trussell Trust are Christian organisations and subscribe to the ‘Faithworks Charter’ which is a set of principles for the ethical conduct of faith based organisations. We expect all volunteers to be sympathetic to our Christian faith.

The role is subject to completion of a Volunteer Application form and the provision of 2 satisfactory references. If you were involved in working with children or vulnerable adults, you might need a DBS check.