

Ribble Valley Foodbank Volunteer Role Description



Role: Warehouse

Where: Ultraframe Warehouse, Clitheroe

When: Various times during week

Time commitment: Two mornings a month

Main contact: Foodbank Manager

Overview of the role: Food banks provide essential community services to people in crisis. By volunteering in the warehouse, you will play a crucial role in ensuring the smooth running of a food bank session by being part of 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 ready for distribution.

Key tasks

- Ensure that all warehousing procedures and processes are followed as per the food bank 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- Sort food by date and type, removing items that are damaged or out-of-date and placing in the relevant crates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 food bank 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

Skills required

- Strong team player
- An eye for detail
- Organised and self-motivated
- Happy with some heavy lifting
- Honesty and integrity
- Passionate about tackling poverty
- A good timekeeper, arriving for your shift on time

Benefits of volunteering

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

Support

- You will be given all the required training and support before starting your role.
- You will have a main contact throughout your time volunteering. Your main contact will be the Foodbank Manager

How to apply

To apply for this role, access the application form at www.rvgt.org.uk/foodbank-volunteers (or scan QR code) and email completed application forms to applications@rvgt.org.uk.

