

# Ribble Valley Foodbank Volunteer Role Description



**Role:** Picking and Packing

**Where:** Clitheroe or Longridge Foodbank Centres

**When:** Friday mornings

**Time commitment:** Two Fridays a month

**Main contact:** Session Leader/ Foodbank Manager

**Overview of the role:** This role involves picking and packing food parcels from a check list. Keeping the stock room and marketplace area in an organised manner.

## Key tasks:

- Ensure donated items are sorted and stacked in the stock room according to type and date order
- Keeping the food bank area clean and tidy
- Report any food shortages or excesses to your centre lead, so action can be taken
- Dispose of any out-of-date items as instructed by the centre lead
- Work under the guidance of the centre lead and report any health & safety or safeguarding concerns to the project manager.
- Be prepared to attend training provided by the food bank
- Treat food bank data and client information in strict confidence

## Skills required:

- A good team player with excellent communication skills
- A good timekeeper, arriving for your shift on time
- A confident and calm manner when speaking with others
- Well organised and self-motivated
- Aware of the health and safety of self and others
- A high standard of personal hygiene community

## Benefits of volunteering

- Using your existing skills to make a difference
- Meeting new people who share your passion to end poverty in our community

## 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](http://www.rvgt.org.uk/foodbank-volunteers) (or scan QR code) and email completed application forms to [applications@rvgt.org.uk](mailto:applications@rvgt.org.uk).

