WAREHOUSE VOLUNTEER ROLE

Overview

We are looking for volunteers to assist at our warehousing sessions, which take place twice a week on Monday 2 – 4.30pm and Wednesday 2 – 4.30pm. You must be available to help at least once a month.

As a warehouse volunteer you will be processing our food donations. This involves labelling, weighing and shelving food. Each warehouse session is led by an experienced Volunteer Warehouse Team Leader.

Full training will be given at shadowing/taster sessions with our (Volunteer) Warehouse Manager or other experienced Warehouse Team leader (volunteer). It will essential to have mobile phone and be proficient with email as communication about rota sessions is shared by email. Suitable volunteers will be flexible team players, and have passion for helping those in need. The work will be carried out at our Foodbank Warehouse Session Cabin on the carpark at Tesco on Stratford's Birmingham Road.

Time Commitment:

A minimum of 3 hours a month may vary according to the rota and your availability, occasional attendance at warehouse meetings held at mutually convenient times.

Who would this role suit?

Suitable for any new or existing volunteer, previous experience of our warehouse is helpful but not essential. You must have availability once a month to help at one of the following sessions Monday 2 – 4.30pm and Wednesday 2 – 4.30pm. Please be aware that light lifting, twisting and bending may be required.

What is Stratford upon Avon Foodbank?

We are an independent charity helping local people in crisis. We do this by providing food parcels to clients referred to us by partner agencies, and providing 'signposting' information to help clients improve their situation. The Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. We distribute an average 190+ parcels a month of which 25%+ are for children. Distribution sessions and warehousing happens at our cabin on the carpark of the Birmingham Road Tesco. We are largely funded by Stratford's Town Trust, have a board of Trustees to guide our work and benefit from a Foodbank Manager who is employed two days a week to oversee our operation.

How to Apply

Email volunteer.suafoodbank@gmail.com stating reasons for suitability and which time slots are most suitable: Monday 2 – 4.30pm and Wednesday 2 – 4.30pm. In the event of a number of suitable applications, informal interviews may be used to assist selection. Applicants will need to supply details of 2 referees.

For further information please email volunteer.suafoodbank@gmail.com or call our Foodbank Manager Marion Homer on 07736 611323. Information on Stratford Foodbank can be found at https://stratforduponavon.foodbank.org.uk/

IMPORTANT NOTES:

This volunteer role description reflects the hopes and intentions of the organisation and is not intended to be contractually binding on either party, or to form a contract of employment. Please note that Stratford upon Avon Foodbank is a Christian organisation and welcomes volunteers of all faiths and none.

Key Tasks and Attributes

- Be available to attend at least 1 session a month - session times are Monday 2 – 4.30pm and Wednesday 2 – 4.30pm. at our Cabin next to Tesco on the Birmingham Road

- As directed by the team leader you may be involved in the following work (training will be provided)

    - Receiving food donations bought to the cabin

    - Weighing food

    - Labelling food with 'best before' dates

    - Collecting food from the collection basket in Tesco

    - Shelving food and rotating stock

    - Creating parcels to distribute with our 'food share partners'

    - Ensure w/h paperwork and weighing procedures are completed accurately

    - Answer the w/h phone and deal with enquiries about food donations.

    - Report any health and safety concerns to the W/H Manager and/or Foodbank Manager

    - Attend occasional warehouse meetings arranged at mutually convenient times

    - Set up 'extras' boxes as directed.

- Please note that there are no toilets at our cabin, we use the facilities provided at the Tesco store