



## Volunteer Role

### Deputy Foodbank Warehouse Manager

#### **Overview**

Stratford foodbank are looking for a volunteer to assist our (volunteer) warehouse manager. This is a key role for the foodbank and involves assisting the volunteer warehouse manager (who is also a member of the Foodbank Management Committee) in all aspects of that role. Warehouse management largely includes working with a team of volunteers during warehouse sessions. A warehouse session includes tasks such as weighing in food, labelling it, shelving it, and completing the appropriate paperwork. The role of deputy warehouse manager involves working with the following key volunteers – warehouse manager, front line distribution coordinator, team leaders working in the warehouse and front line, and the food collections teams. This role works in partnership with the volunteer warehouse manager and our part time paid Foodbank Manager.

#### **Time Commitment:**

Min 4 hours a week, although this may vary, Sept – Jan can be very busy as the Foodbank processes Harvest and Christmas donations.

Being able to attend one warehouse session a month is useful – these sessions are Mon 2-4.30pm and Wed 2- 4.30pm. We currently have a seasonal Saturday session running 9.30am – 12pm, these will stop in January.

In addition, being able to attend a distribution session to assist with food parcel collation would be helpful. Distribution sessions run Mon 5-6.30pm, Tues 12 – 2pm, Thurs 5-6.30pm, and Fri 12 -2pm.

#### **Who would this role suit?**

Suitable for any new or existing volunteer, previous experience of a warehouse situation is helpful but not essential. The volunteer must be completely comfortable with email, social media, spread sheets, word processing and have access to a computer and phone. This role does involve some light lifting and twisting (manual handling guidance is provided) and certain amount dexterity in handling items of tinned and packet food.

#### **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 180+ 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](mailto:volunteer.suafoodbank@gmail.com) stating reasons for suitability. In the event of a number of suitable applications, informal interviews may be used to assist selection. Applicants will need to supply details of two referees. For further information please email [volunteer.suafoodbank@gmail.com](mailto: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/.](https://stratforduponavon.foodbank.org.uk/)

## **IMPORTANT NOTES:**

This volunteer role description reflects the hopes and intentions of the organisation but 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.

### **Warehouse Management duties include - *all undertaken in partnership with the warehouse manager and with support from the Foodbank Manager:***

- Providing regular reports on stock levels and items needed
- Bringing to the attention of the Foodbank Manager any concerns regarding the day-to-day operation of the warehouse
- Ensuring that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual
- Ensuring warehouse and picking list paperwork are kept 'topped up'
- In partnership with the warehouse manager coordinating an annual stock take and reconciliation to verify the accuracy of data records
- Working with food share partners to responsibly distribute over stocks
- Ensure warehouse is maintained to allow for storage of the full range of food parcel items and 'extras' when available
- With support from trustees and Foodbank Manager, ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements. This might include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health and safety and fire procedures
- In partnership with the warehouse manager take care of the warehouse building, its contents, and security
- Coordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice
- Monitor stock levels and liaise with the Foodbank Manager about specific shortages and requirements
- Coordinate the receipt of food donated by the community
- Ensure that all warehouse paperwork is stored securely and passed on regularly to the admin volunteers for entering onto the data collection system

### **Requirements:**

- Willingness to assist in the planning and organisation the day-to-day running of a warehouse
- Ability to lead and work as part of a team
- Ability to carry out manual work

### **Key Skills:**

- Good oral communication
- Driver with clean licence
- Ability to work independently and as part of a team
- Numerate and comfortable interpreting statistical data
- Honesty and integrity
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds