


Lichfield foodbank Volunteer Role Outline

	<p style="text-align: right;">Lichfield foodbank c/o Saxon Hill Academy Kings Hill Road Lichfield WS14 9DE</p> <p style="text-align: right;">Tel: 07833 741958 (weekdays) Email: info@lichfield.foodbank.org.uk Website: www.lichfield.foodbank.org.uk</p>
<p>Role Title:</p>	<p>WAREHOUSE VOLUNTEER</p>
<p>Role Purpose:</p>	<p>Ensure that all food is received and stowed, assembled and despatched, and accounted for in accordance with standard procedures</p>
<p>Reporting to:</p>	<p>Warehouse Manager</p>
<p>Key Duties:</p>	<ul style="list-style-type: none"> • Unload food from volunteer drivers' cars • Weigh and record weights of incoming food • Write the expiry date using permanent marker in the appropriate place/s on each item • Put away all items in the appropriate place on the shelves • Rotate food by date so that the shortest dated food is used first • Clean shelves and other fixtures according to the cleaning programme • Assemble orders and pack in crates, boxes or bags for distribution • Weigh and record the weights of all food for distribution • Load volunteer drivers' cars • Bag and weigh out of date and damaged food for disposal • Make up and issue Emergency Food Boxes • Complete documentation to accompany deliveries • Work alongside students from Saxon Hill Academy to deliver objectives
<p>Skills and Experience Required:</p>	<ul style="list-style-type: none"> • Able to read and record numbers accurately and legibly • Able to lift weights up to 15kg • Able to work as part of a small team • Tolerant of periods of down-time • Belief in the ethos of foodbanks, helping others in a non-judgemental way
<p>Skills and Experience Desirable:</p>	<ul style="list-style-type: none"> • Willingness to gain a grounding in how <i>Lichfield foodbank</i> works • Willingness to participate in the warehouse when irregular supermarket food collections are taking place • Willingness to undergo a DBS check to work with students

<p>Time Commitments:</p>	<p><input type="checkbox"/> The shift duration is generally 2 hours and 15 minutes – Monday 1000-1200, Tuesday 0930-1145, Wednesday 1215-1430, Friday 1200-1415</p> <p>It is not necessary to do more than one shift, the rota is set to every other week.</p>
<p>Training and Support:</p>	<ul style="list-style-type: none"> • General overview training will be provided by the Training Manager • Specific training will be provided by the Warehouse Manager and experienced volunteers

Lichfield foodbank is run in partnership with local churches
Registered charity number: 1162359 / Registered in England & Wales LFB

JD Master 01/2025