



Role: Warehouse Volunteer

Responsible to: Warehouse Supervisor

Time commitment: 2 - 6 hours per week

Role Description:

- Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual
- Receive food donations from members of the public and thank them
- Ensure that incoming stock is checked, weighed, and recorded
- Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Ensure that food is checked weekly and rotated as required
- Notify the project manager when food stock is low so that appeals can be made for these items
- 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 foodbank centre and/or emergency food boxes, as appropriate
- Carry out tasks under guidance of session leader and report any health and safety or safeguarding concerns to the project manager/session leader
- Undertake an annual stock take according to Chapter 6.5 of the foodbank operating manual
- Report any health & safety or safeguarding concerns to the project manager