



Volunteer Role for Harvest festival donations

Responsible to: Syeda Akhtar (Volunteer Organiser)

Days: Flexible from Monday to Friday

Location: 122 Pershore Street

Hours: Flexible

Duties/ Tasks:

- Greet people making donations and take contact details as first port of call and relay over to Volunteer Organiser or Assistant Volunteer Organiser
- Remove any perishable items from bags of donations and place these in the kitchen
- To replenish the food items in to the designated area, i.e. meat, soups, beans, fish, spaghetti/pasta, sweets, condiments and drinks
- All shelves are labeled with Best Before dates, check the items and put them in the correct place on the shelves
- Discard any out of date produce
- Cereals and other perishable items will need to be taken over to Lower Essex Street site for breakfast service
- Any other duties which are requested by Senior worker and commensurate with the post

Person specification

Skills/ behaviour:

- Must be physically fit to lift goods to and fro from one basement to another
- Good communication skills with people at all levels,
- Good team working skills
- The ability to work on your own initiative (as this role consists of predominantly working alone),
- Confident and reliable individual,
- Highly organized and committed and coupled with good time keeping skills essential;

Desirable:

- Understanding of basic health and safety skills
- Understanding of basic Food Hygiene skills

Training and development

- You will be required to attend further training and development opportunities to update your skills and experience
- You will have regular reviews with the Volunteer Organiser to ensure training and development needs are met