



Warehouse Volunteer Information and Role Description

Thank you for offering to become a volunteer at the food warehouse. You are contributing to a vital voluntary service to provide food to people who have an emergency food need. The food warehouse is part of the Yarmouth & Magdalen foodbank.

For volunteers. Volunteers must go through our system of volunteer checks and receive information directly from us.

The Warehouse Co-ordinator will contact you to discuss arrangements for your volunteering hours.

Warehouse duties:

The site of the warehouse is

Swallow Park

11 Beccles Road

Great Yarmouth

NR31 9JQ

Exact location finder use 'What 3 words' app - Fighters: Tissue: Regal

Your responsibilities to Yarmouth & Magdalen Foodbank Team.

Because we consider all people, including our volunteers, we expect you to:

- treat all other volunteers, employees and guests with respect, dignity, and care
- carry out the tasks given by the warehouse Co-ordinator
- keep any personal data you come across during your volunteering, confidential and dispose of in the correct manner

-conduct yourself in a proper manner

-understand that **Yarmouth & Magdalen Foodbank Team** have a zero-tolerance policy which means disruptive, threatening, or violent behaviour while on our premises will not be tolerated and any violation of this policy will be subject to appropriate action.

Duties can include (but are not limited to)

- Liaising/volunteering with other volunteers
- Moving and lifting food/food parcels- (please see manual handling manual re best practice)
 - o Loose Food
 - o Food parcels

Key tasks

- Ensure that all warehousing procedures and processes are followed
- Receive food donations
- 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- Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Always keep warehouse area clean and tidy, checking for evidence of pests and notifying the Warehouse Co-ordinator if there are any concerns
- Assist in undertaking an annual stock take
- Report any health & safety or safeguarding concerns to the Warehouse Co-ordinator

Benefits of volunteering

- Using your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the community
- Make a real difference to the running of your food bank

Impact of your role

- Helping to drive efficiencies in the running of the food bank
- Protecting the future of the food bank
- Developing the reach of the food bank

If you need to cancel a shift you are volunteering for (especially less than 24 hours before), could you please inform the Warehouse Co-ordinator.

Requirements:

1-2 referees