

Sherborne Foodbank
Assistant Depot Manager Volunteer Role Description

Volunteer Role:	<p>Assistant Depot Manager</p> <p>An assistant is required to assist the Depot Manager in ensuring the smooth running of Sherborne Foodbank. You will liaise with the Depot Manager, volunteer team leaders and external 3rd parties to undertake this role.</p>
Volunteering Location:	At our depot in Longburton
Volunteer leader/coordinator is:	Depot Manager
Volunteering time days/hours	<ul style="list-style-type: none"> • approximately 7 - 10 hours a week but a need for flexibility in both the hours and days to undertake the required tasks. • for an open-ended duration (with a 3-month trial period).
Packer Requirements:	<p>General notes</p> <ul style="list-style-type: none"> • Own transport • Undertake training in the role and purpose of our charity • IT literate • Confident and calm manner when speaking to others • Well organised and meticulous • Keeps confidential any information about customers • Aware of the health and safety of self and others
<p>Role Description:</p> <p>Key tasks:</p>	<p><i>Volunteer Assistant Manager</i></p> <ul style="list-style-type: none"> • <i>ensure the depot has sufficient plastic bags, labels, string etc to undertake weekly packing. This will entail contacting suppliers and arranging collection.</i> • <i>Undertake weekly stocktaking after packing has occurred on Thursday. Forward to Manager so purchasing can be organised for next week.</i> • <i>provide weekly lists of purchase suggestions to social media volunteer.</i> • <i>collate weekly what work is required to keep depot in good order and notify named volunteer. Undertake these tasks when volunteer is not available.</i> • <i>in an emergency be willing to assist in stacking or packing if there is a shortage of volunteers.</i> • <i>to monitor the state of the depot and draw to the Depot Managers attention asap any issues that arise, particularly H&S.</i> • <i>to undertake additional tasks when required by the Manager</i>
Skills experience, personal qualities required	<ul style="list-style-type: none"> • Excellent timekeeping • Organised and self-motivated • Own transport • Good communication skills • Able to manage any confidential or sensitive situations/data and to report any issues or concerns • Conscious of their own personal safety • Willing to undergo additional training for the role

Additional Training required:	Initial training to learn the work undertaken by each volunteer group, H&S Briefing
Disclosure/Barring Check required?	No

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