

Sherborne Foodbank
Volunteer Lead Packer Role Description

Volunteer Role:	Lead Packer Lead Packers oversee the work of our Volunteer Packers and ensure food for is selected and packed to standards to ensure customer confidence and safety. They check for customer dietary needs and special requirements ensuring that customers receive the correct allocation and report any concerns and that food is bagged and labelled ready for collection by our driver team.
Volunteering Location:	Our depot in Longburton
Your supervisor is:	The Depot Manager
Volunteering time days/hours:	<ul style="list-style-type: none"> • Thursdays up to 7 hours • on a rota: normally 1 Thursday a month • for an open-ended duration (with a 3-month trial period).
Role Description: Key tasks:	<p><i>Our Packing Leads are a highly-respected part of SFB and play a vital role in ensuring that:</i></p> <ul style="list-style-type: none"> • <i>Customer labels are correctly produced to show all relevant allergies and special requirements</i> • <i>Labels and bags are ready for the packing team on arrival</i> • <i>Depot is in a suitable condition for packing to commence.</i> • <i>The work of the packing team is supervised to ensure food parcels are prepared according to the Packing List provided</i> • <i>Completed parcels are left in a specified location within the Depot for the Delivery Teams to collect</i> • <i>Food shortages or excesses are communicated so that appropriate action can be taken.</i> • <i>Any safety, procedural, H&S or building related issues raised by volunteers are discussed with the Depot Manager.</i>
Skills, experience, personal qualities required	<ul style="list-style-type: none"> • own transport with valid in-date tax and appropriate motor insurance • able to motivate and support others • excellent communication skills and IT literate • confident and calm manner when speaking to others • well organised and self-motivated • aware of the health and safety of self and others • excellent timekeeping, arriving promptly at the Depot • conscious of their own personal safety • maintains high standards of personal hygiene including using the hand sanitiser supplied by SFB. • ensures all information from and about customers is treated in strictest confidence • willing to undergo additional training for the role
Training required:	Induction Checklist, Initial packing training, H&S Briefing
Disclosure/Barring Check required?	No

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