

Sherborne Food Bank:  
Volunteer Packer Role Description

Volunteer Role:	<p>Volunteer Packer: Packing Team</p> <p>Volunteer Packers work from our depot. They choose and pack food for customers to strict standards to ensure customer confidence and safety. They check for dietary needs and special requirements ensuring that customers receive the correct allocation and report any concerns. Food is bagged ready for collection by our driver team.</p>
Volunteering Location:	Packing at our Depot in Longburton
Your supervisor is:	The Depot Manager
Volunteering time days/hours:	<ul style="list-style-type: none"> <li>• hours as required in consultation with the Depot Manager and according to the stacking rota.</li> <li>• for an open-ended duration (with a 3-month trial period).</li> </ul>
<p>Role Description:</p> <p>Key tasks:</p>	<p><i>Our Packing team is a highly respected part of Sherborne Food Bank (SFB) and play a vital role in ensuring that:</i></p> <ul style="list-style-type: none"> <li>• <i>Food parcels are packed and labelled according to the Packing List provided</i></li> <li>• <i>Re-referral slips are added to applicable bags as indicated on the Packing List</i></li> <li>• <i>Completed parcels are left in a clearly identified location in the Depot for the Delivery Teams to collect</i></li> <li>• <i>Food shortages or excesses are communicated so that appropriate action can be taken.</i></li> <li>• <i>Depot is kept clean and tidy with rubbish placed into bins provided.</i></li> <li>• <i>The Depot Manager is informed of any issues whether safety, procedural or relating to the Depot building e.g., lifting/food opening.</i></li> </ul>
Skills, experience, personal qualities required	<ul style="list-style-type: none"> <li>• own transport with valid in-date tax and appropriate motor insurance</li> <li>• a good team player</li> <li>• excellent communication skills</li> <li>• confident and calm manner when speaking to others</li> <li>• well organised and self-motivated</li> <li>• aware of the health and safety of self and others</li> <li>• excellent timekeeping, arriving promptly at the Depot</li> <li>• conscious of their own personal safety</li> <li>• maintains high standards of personal hygiene including using the hand sanitiser supplied by SFB.</li> <li>• ensures all information from and about customers is treated in strictest confidence</li> <li>• willing to undergo additional training for the role</li> </ul>
Training required:	Induction Checklist, Initial Packing training, H&S Briefing
Disclosure/Barring Check required?	No