

Sherborne Food Bank
Volunteer Stacker Role Description

Volunteer Role:	Volunteer Stacker: Stacking Team
Volunteering Location:	Our Depot in Sherborne
Your supervisor is:	The Depot Manager
Volunteering time days/hours	<ul style="list-style-type: none"> hours as required in consultation with the Depot Manager and according to the stacking rota. for an open-ended duration (with a 3 month trial period).
Role Description: Key tasks:	<p><i>Our Stacking 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"> <i>Donated items are sorted and stacked in the Depot according to type and date order.</i> <i>The Depot is kept clean and tidy, internally and externally, with rubbish placed in the bins provided</i> <i>Any food shortages or excesses are reported so action can be taken</i> <i>Out of date items are disposed of</i> <i>The Depot Manager is informed of any issues whether safety, procedural or relating to the Depot building. e.g. lifting/food opened</i>
Skills, experience, personal qualities required:	<ul style="list-style-type: none"> own transport with valid in-date tax and appropriate motor insurance a good team player good communication skills 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, Stacking training, H&S Briefing
Disclosure/Barring Check required?	No

Document SFB002d Rev 01 Published 3/2/23 Review Date: 4/2/24