



**Role:** Foodbank centre(s) team lead **volunteer**

**Responsible to:** Foodbank project manager/assistant project manager

**Time Commitment:** approximately 4 hours per foodbank centre session day (depending on opening times)

**Requirements:** Team lead volunteers will require to be PVG checked and to undertake safeguarding training.

**Task Description:**

- Lead a team of volunteers to ensure the foodbank centre is run efficiently, meeting legislative standards i.e. Health & Safety/Environmental Health, in accordance with Renfrewshire Foodbank policies and procedures.
- Assist project manager/assistant project manager with training, and inducting new volunteers for the foodbank centre
- Maintain a weekly foodbank centre volunteer rota, ensuring that there are adequate volunteers for each session
- Ensure that foodbank centre volunteers read and follow Renfrewshire Foodbank policies and procedures, including safeguarding
- Adhere to the confidentiality agreement and ensure that other volunteers do the same
- Ensure that all areas of the foodbank centre are clean and meet with environmental health requirements
- Monitor food stock levels and request resupply from the warehouse, as required
- Coordinate the setting up and clearing away of each foodbank centre session
- Lead a volunteer debrief at the end of each session
- Raise any concerns with the project manager/assistant project manager
- Report any health and safety or safeguarding concerns to the project manager/assistant project manager



**Role:** Foodbank Warehouse(s) Team lead **volunteer**

**Responsible to:** Foodbank project manager/assistant project manager

**Time Commitment:** approximately 4 hours per foodbank warehouse session day (depending on opening times)

**Requirements:** Team lead volunteers will require to be PVG checked and to undertake safeguarding training.

**Task Description:**

- Lead a team of volunteers to ensure the foodbank warehouse is run efficiently, meeting legislative standards i.e. Health & Safety/Environmental Health, in accordance with Renfrewshire Foodbank policies and procedures.
- Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual and Renfrewshire Foodbank policies and procedures
- Receive food donations from members of the public and thank them
- Ensure that incoming stock is checked, weighed, and recorded
- Ensure food is sorted and stored by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Ensure that food is checked weekly and rotated as required
- Notify the project manager/assistant project manager when food stock is low so that appeals can be made for these items
- Ensure warehouse area is kept clean and tidy at all times, checking for evidence of pests and notifying the project manager if there are any concerns
- Prepare stock orders for the foodbank centres as appropriate
- Report any health and safety or safeguarding concerns to the project manager/assistant project manager
- Undertake an annual stock take according to Chapter 6.5 of the foodbank operating manual
- Assist project manager/assistant project manager with training and inducting new volunteers for the foodbank centre
- Maintain a weekly foodbank warehouse/van volunteer rota, ensuring that there are adequate volunteers for each session
- Ensure that foodbank warehouse volunteers read and follow Renfrewshire Foodbank policies and procedures, including health and safety and safeguarding
- Raise any concerns with the project manager/assistant project manager