

## Daylight Centre Fellowship

### Job Description: Foodbank Volunteer

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|------------------------|---|
| Main Purpose           | To help with the distribution of food parcels to those in need. |
| Responsible to         | The Foodbank Coordinator  |
| Days and Hours of work | To be agreed with the Foodbank Coordinator                      |

#### Duties

1. To mark up donated goods with the sell by date using marker pens to make the date clearly visible.
2. To sort donated goods by date ensuring that no goods are out of date and isolating any goods with a short shelf life.
3. To receive donated goods, ensuring the donation log is completed.
4. To ensure that all goods are used in date order
5. To store excess goods in the bulk container, ensuring that goods are stored in the correct area and by date.
6. To refill the shelves from the bulk container as necessary, using the oldest stock first.
7. To make food parcels as per the inventory instructions
8. To answer the Foodbank telephone and deal with the query appropriately.
9. To make the Coordinator aware on any incoming Foodbank email.
10. To check Client Foodbank voucher and proof of identity.
11. To distribute the appropriate parcel according to the voucher
12. Ensure that the client signs the received goods log.

13. Enter the voucher details on the computer log, according to DCF procedures

14. Make sure all areas are clean and tidy

15. Recycle as much packaging as possible.

|         |
|---------|
| General |
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16. Undertake relevant training, and other relevant duties, as required by the Coordinator.

THE END