

## Volunteer Role Description

<b>Role Title:</b>	Harlow Foodbank – Food packing	<b>Supervisor:</b>	Foodbank Manager
<b>Project:</b>	Harlow Foodbank St Paul’s Centre	<b>Project element:</b>	Client support
<b>Accessibility:</b>	Ground floor location, mobility needed to move items. Able to read packing lists.		
<b>Location:</b>	St Paul’s Church, College Square, Town Centre CM20 1LS	<b>Public transport:</b>	The nearest bus stop Haydens Road - bus services: 1, 1B, 3, 3A, 86, and 505.
<b>Days of week:</b>	Mon, Tues, Thurs, Fri	<b>Hours:</b>	11.30 – 3.15
<b>Trial period</b>	1 month	<b>Date Posted:</b>	06/07/2021
<b>Training</b>	<ul style="list-style-type: none"><li>• Induction Training</li><li>• On the job training for the tasks you are assigned</li></ul>		
<b>Online information:</b>	<a href="https://mrct.org.uk/foodbank/">https://mrct.org.uk/foodbank/</a>		
<b>Contact information:</b>	<a href="mailto:enquiries@mrct.org.uk">enquiries@mrct.org.uk</a>   Call 01279 724 515		
<b>Role Description:</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Transferring pre-packed food boxes into carrier bags</li><li>• Changing some items based on client preferences</li><li>• Adding extras (eg toiletries) to food package based on client requests given to you</li><li>• Informing welcomers that parcels are ready</li><li>• Ensuring that safety rules are always followed</li><li>• Keeping client’s personal details <b>CONFIDENTIAL</b> at all times</li><li>• Supporting the Christian ethos of the charity</li></ul>			
<b>KEY SKILLS:</b> <ul style="list-style-type: none"><li>• Able to work as part of a team and support other team members</li><li>• Good attention to detail when working quickly</li><li>• Good people skills</li><li>• Able to lift</li></ul>			
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"><li>• Desire to work with people from a range of backgrounds</li><li>• Reliable and committed</li></ul>			
<b>ADDITIONAL NOTES</b> <p>We request that all applicants agree to an enhanced DBS check as you will be in an entrusted position with potentially vulnerable adults.</p>			
<b>Approved By:</b>	Andy Thornton	<b>Date:</b>	15/07/2021
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time