



# Manchester Central Foodbank Volunteering

## **Stock/warehouse volunteer:**

### **Main tasks:**

- To support the Warehouse and Logistics Coordinator in ensuring that the warehouse is tidy, organised and well-stocked at all times.
- Ensure that all Trussell Trust warehousing procedures and processes are followed, as per the Foodbank Operating Manual
- Keep warehouse area clean and tidy at all times, checking for evidence of pests and notifying the Warehouse and Logistics Coordinator if there are any concerns
- Receive food donations from members of the public and thank them for their generosity
- Ensure that incoming stock is checked (in terms of quality and best before/use-by dates), weighed, and recorded
- Notify the Warehouse and Logistics Coordinator when food stock is low so that appeals can be made for these items
- Report any health & safety concerns to the Warehouse and Logistics Coordinator

**Person specification:** Volunteers must be able to lift and move heavy items, as per manual handling guidelines.

**Main contact:** Warehouse and Logistics Coordinator

**Time commitment:** 2 - 6 hours per week



# Manchester Central Foodbank Volunteering

## **Session volunteer (signposting):**

### **Main tasks:**

- Welcome clients to the foodbank centre
- Make refreshments and tidy up as required during the session
- Offer a listening ear and signpost clients, as required, to further support, using information from the signposting folder/leaflets
- Ensure that clients sign the packing list when they are given their food parcel and that all vouchers and packing lists are stored securely in line with data protection regulations
- Work under the guidance of the session lead and report any health & safety or safeguarding concerns to the operations manager / session lead

**Main contact:** Session lead

**Time commitment:** approximately 3+ hours per week or as per rota



# Manchester Central Foodbank Volunteering

## **Session volunteer (packing):**

### **Main tasks:**

- Tidy / organise the store room and donations as required
- Sort, weigh and record any donations that haven't been sorted at the warehouse
- Receive packing lists from the foodbank session and prepare food parcels according to the notes on the packing list
- Check stock for imminent 'best before' dates, place out-of-date food in appropriate box in store room for disposal and record the action
- Work under the guidance of the session lead and report any health & safety or safeguarding concerns to the operations manager / session lead

**Main contact:** Session lead (as above)

**Time commitment:** approximately 3+ hours per week or as per rota



# Manchester Central Foodbank Volunteering

## **Donation drive volunteer:**

### **Main tasks:**

- Receiving food / monetary donations from members of the public at supermarket donation drives
- Greeting customers with shopping lists
- Talking to members of the public about the aims and work of the foodbank
- Weighing and sorting supermarket donations

**Main contact:** Operations Manager

**Time commitment:** this will typically be a more ad-hoc volunteering opportunity - suitable for those who have weekend availability or can't commit to a specific day or time each week.



# Manchester Central Foodbank Volunteering

## **Social media volunteer:**

### **Main tasks:**

- Working with the operations manager on a social media strategy
- Planning media campaigns
- Creating posts using Canva to put on our Facebook, Instagram and Twitter accounts

### **Person specification:**

Awareness of Canva and the main social media platforms

**Main contact:** Operations Manager (Suzy Keen)

**Time commitment:** This can be done remotely or from our office, with regular contact with the Operations Manager



# Manchester Central Foodbank Volunteering

## **Food collection volunteers:**

### **Main tasks:**

- To collect regular donations from permanent collection points (PCPs)
- To collect donations from offices, schools, churches, etc., as directed by the Warehouse and Logistics Coordinator
- To weigh in donations at one of our storage sites

### **Requirements:**

Full UK driving licence

Must either have access to your own car or be comfortable driving a transit sized van



# Manchester Central Foodbank Volunteering

## **Fundraising volunteers:**

**Main tasks** (you could do one, or many of the below):

- To work as a team, creating fun, innovative fundraising opportunities to encourage others to take part in
- To help with funding bids
- To run sponsored events or other fundraising opportunities
- To take part in a fundraising opportunity

**Main contact:** Operations Manager (Suzy Keen)

**Time commitment:** This role can be done remotely, as an individual, as part of an existing team (e.g. as a corporate volunteering session), or with others in our pool of volunteers



# Manchester Central Foodbank Volunteering

## **Admin volunteers:**

**Main tasks** (you could do one, or many of the below):

- To help maintain referrer details on the DCS
- To input voucher information on DCS
- To collect and analyse foodbank data
- To respond to queries raised through email or phone
- To help with other admin tasks as necessary

**Main contact:** Operations Manager (Suzy Keen)

**Time commitment:** Some of these tasks could be carried out remotely. Some elements would require you to work from our office. 2-3 hours per week