**Role**: Warehouse assistant

**Where:** *Renfrewshire Foodbank, Westway, Porterfield Road, Renfrew, PA4 8DJ*

**When:** *Flexible. Warehouse operating times are Monday – Friday 9am – 4pm.*

**Time commitment:** *1-3 hours a week*

**Main contact:** *Duncan Stevenson (Warehouse Coordinator)*

**Overview of the role:** This role involves supporting the food bank team in managing their food donations. Food donations are sorted, weighed and packed ready for distribution.

**Key tasks**

* Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual
* Receive food donations from members of the public and thank them
* Ensure that incoming stock is checked, weighed, and recorded
* Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
* Keep warehouse area 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 centre and/or emergency food boxes, as appropriate
* Assist in undertaking an annual stock take as detailed in the foodbank operating manual
* Report any health & safety or safeguarding concerns to the project manager

**About you**

* Strong team player
* Has an eye for detail
* Organised and self-motivated
* Happy with some heavy lifting

**Benefits of volunteering**

Using your existing skills to make a difference

Meet new people who share your passion to eradicate poverty in the community

Make a real difference to the running of your food bank

**Impact of your role**

Helping to drive efficiencies in the running of the food bank

Protecting the future of the food bank

* Developing the reach of the food bank

**Support**

You will be given all the required training and support before starting your role.

You will have a main contact throughout your time volunteering. Your main contact will be *Enter name here*

**How to apply**

For more information please contact Duncan Stevenson at duncan@renfrewshire.foodbank.org.uk