

**Greeter - Volunteer Role Description**

**Responsible to:** Daily Supervisor

**Responsible for:** To welcome people in need into the foodbank centre.

**Position type:** Voluntary – Part-time; weekdays 10:30am-2:30pm

**Overall Responsibility:**  You will be responsible for welcoming every client and agency worker into the distribution centre, liaising with other team members to confirm new clients.

**Specific Responsibilities:**

* Assist with general tidiness.
* Responding to enquiries from visitors and clients.
* Welcome every visitor.
* Liaise with supervisor and staff.

**Skills/Qualifications:**

* Passionate about the visions and aims of our foodbank
* Flexible
* Well organised
* Work within policies and procedures
* Ability to work unsupervised
* Honest and trustworthy
* Value all people who come into contact with Hull foodbank
* Great team player
* Personable