

**Hospitality - Volunteer Role Description**

**Responsible to:** Daily Supervisor

**Responsible for:** To check voucher details with client and referring agencies.

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

**Overall Responsibility:**  You will be responsible for ensuring the details on the referral forms contain the correct information and that clients food needs are considered.

**Specific Responsibilities:**

* Offer tea or coffee to clients.
* Check voucher details are correct and liaise with supervisor or referral agency if any discrepancies.
* Liaise with the supervisor to confirm changes if needed.
* Pack required food for clients.
* Liaise with signposting team when checks are complete and take food over to client during signposting.

**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