

**Food Coordinator - Volunteer Role Description**

**Responsible to:** Foodbank Manager

**Responsible for:** Overseeing warehouse and food donations

**Position type:** approximately 4-6 hour per week

**Overall Responsibility:**  You will be responsible for working with foodbank centres to manage food deliveries. You will work with the Foodbank Manager and Volunteer Coordinator to ensure each warehouse operator is fulfilling their role and that donations are managed according to processes.

**Specific Responsibilities:**

* Monitor and evaluate the work at the warehouse
* Carry out duties expected of Warehouse Operators
* Work as a team with staff and volunteers
* Liaise with staff to monitor warehouse
* Work with the team to organise supermarket collection dates and other donations
* Ensure health and safety procedures are followed
* Liaise with Foodbank Centre Coordinator, Satellite Partners and drivers to manage stock deliveries

**Skills/Qualifications:**

* Passionate about the visions and aims of our foodbank
* Flexible
* Well organised
* Work within policies and procedures
* Ability to work unsupervised
* Physically fit
* Excellent communication skills both written and oral
* Honest and trustworthy
* Value all people who come into contact with Hull foodbank
* Ability to work with different organisations
* Great team player
* Personable