

**Foodbank Centres Coordinator (Satellites) - Volunteer Role Description**

**Responsible to:** Foodbank Manager

**Responsible for:** Overseeing foodbank centres

**Position type:** approximately 1 hour per foodbank centre session day (depending on opening times)

**Overall Responsibility:**  You will be responsible for working with foodbank centre partners to ensure the smooth running of each centre making certain that policies and procedures are followed.

**Specific Responsibilities:**

* Ensure the food management and running of the foodbank centres.
* Assist Project Manager/Volunteer Coordinator in recruiting, training and inducting new volunteers for the foodbank centre.
* Work with foodbank centre partner contacts to maintain a quarterly foodbank centre volunteer rota, ensuring that there are adequate volunteers for each session.
* Ensure that foodbank centre volunteers follow foodbank policies and procedures, including wearing branded clothing/name badges and safeguarding
* Adhere to the confidentiality agreement and ensure that the other volunteer do the same
* Ensure that all areas of the foodbank centre are clean and meet with environmental health requirements
* Raise any concerns with the Project Manager

**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
* Ability to work with different organisations
* Great team player
* Personable