

Volunteer Emergency Food Box Packing Role

Role: Food bank Emergency Food Box packing

Where: *Leeds North and West Foodbank Warehouse, Unit 3.3, FlexSpace, Burley Hill Industry Park, Argie Road, Leeds, LS4 2PU*

When: *one afternoon Monday to Thursday 12:30-15:00*

Time commitment: *2-3 hours per week*

Main contact: *Clifford Parker, warehouse 0113 2444696, mobile 07484 734835*

Overview of the role: This role involves packing Emergency Food Boxes for home delivery from our distribution centres and key voucher holders.

Key tasks

- Prepare stock orders for the foodbank emergency food boxes,
- Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual
- Keep warehouse area clean and tidy at all times, checking for evidence of pests and notifying the warehouse manager if there are any concerns
- Report any health & safety or safeguarding concerns to the project manager

Occasionally as appropriate:

- 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- Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Assist in undertaking an annual stock take as detailed in the foodbank operating manual

About you

- Strong team player
- Has an eye for detail
- Organised and self-motivated
- Happy with some heavy lifting (up to 20kg)

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 Clifford Parker.

How to apply

For more information please contact warehouse@leedsnorthandwest.foodbank.org.uk tel: 0113 244 4696 or fill in our application form at <https://leedsnorthandwest.foodbank.org.uk/give-help/>