

# Volunteer Warehouse Administrator Role



**Role:** Warehouse Administrator

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

**When:** *morning/ afternoon Monday to Thursday 09:30-12:30 or 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 supporting the food bank warehouse manager with administration tasks such as answering the warehouse telephone, responding to emails, entering donation data, updating spreadsheets.

## Key tasks

- Answer calls to the warehouse, directing food requests and voucher related calls to the appropriate services and recording donation collection requests in the warehouse diary/calendar
- Enter all required information from warehouse stock forms onto the online data collection system on a weekly basis
- Securely store signed packing lists together in a locked filing cabinet
- Adhere to all Data Protection Act requirements
- Organise the collation and distribution of information such as flyers, posters etc. for schools and other people, as required
- Follow all policies and procedures including safeguarding policy and confidentiality agreement
- Carry out tasks under the guidance of the warehouse manager
- Report any health & safety or safeguarding concerns to the warehouse manager

## About you

- Excellent communication skills
- Good IT skills
- Has an eye for detail
- Organised and self-motivated

## 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**

- Ensure the efficient running of the food bank
- Expanding the reach of the food bank
- Minimising risk to the food bank by ensuring procedures are followed

## **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](mailto:warehouse@leedsnorthandwest.foodbank.org.uk) tel: 0113 244 4696 or fill in our application form at

<https://leedsnorthandwest.foodbank.org.uk/give-help/>