



## Foodbank Warehouse Assistant

### Role Description

Role: Warehouse assistant

Where: Hailsham Foodbank Warehouse, Wealden District Council Offices

When: Tuesdays from 9am

Time commitment: 1-2 hours

Main contact: Warehouse Manager/Foodbank Manager

Overview of the role: This role involves supporting the food bank team in managing their food donations. Food donations are sorted, weighed and packed ready for distribution.

#### Key tasks

- Ensure that all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual
- 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- Sort food by date and type, removing any items that are damaged or out-of-date and weighing these out separately
- Keep warehouse area clean and tidy at all times, checking for evidence of pests and notifying the project manager if there are any concerns
- Prepare stock orders for the foodbank centre and/or emergency food boxes, as appropriate
- Report any health & safety or safeguarding concerns to the project manager

#### About you

- Strong team player
- Has an eye for detail
- Organised and self-motivated
- Happy with some heavy lifting

#### 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 Philip Coates, Warehouse Manager.

### How to apply

For more information please contact [admin@hailsham.foodbank.org.uk](mailto:admin@hailsham.foodbank.org.uk) or fill in our [application form](#)