

## FOODBANK MANAGEMENT ASSISTANT'S ROLE



The information below gives some of the specific tasks required.

### Statutory Duties

- To complete annual checks of each centre and the warehouse – first aid, accident book, smoke detectors, evacuation plan and environmental health
- To complete annual checks of volunteers and staff who collect or deliver food on behalf of the foodbank - for appropriate insurance cover, current MOT certificate

### Volunteers

- To respond to all volunteer queries with current opportunities including at centres, warehouse and additional locations, supermarket collections and other appropriate activities
- To process all volunteer application forms and confidentiality agreements and complete reference checks
- To arrange trial sessions for new volunteers and assess suitability with team leaders
- To add volunteer details to the volunteer database
- To issue volunteer handbooks and HSE leaflets to new volunteers
- To advertise volunteer opportunities on the foodbank website

### Signposting

- To complete and circulate an updated signposting folder every 6 months
- To work with the Coordinator and team leaders to add organisations and information to the signposting folder on an ongoing basis
- To produce several signposting folders per centre – enough that all clients have an opportunity to view while waiting for food parcels
- To collect new contacts