










Role: Stock Assistant
Where: Abergele District Foodbank
Hours: 10am until 2pm any weekday
Main contact: Jordan Davies
Volunteer Wellbeing Co-ordinator









Overview of the role:

This role involves managing food bank stock, by weighing, sorting, putting stock on the shelves, and monitoring stock control. Due to the nature of this role successful volunteers will be asked to complete a basic DBS check.




Key tasks

-  Liaise with Triage Assistant when stock arrives.
-  Ensure that incoming stock is checked, weighed, and recorded accurately.
-  Sort donated food by date and type and rotate stock accordingly.
-  Remove any items that are damaged or out-of-date and ensure that it is checked, weighed, and recorded accurately.
-  Always keep warehouse area clean and tidy, checking for evidence of pests and notifying the Volunteer wellbeing co-ordinator if there are any concerns.
-  Actively monitor stock levels and inform Jordan Davies when stock is low.
-  Prepare premade parcels when required.
-  Work under the guidance of the Volunteer wellbeing co-ordinator and report any health & safety concerns to them.
-  Any safeguarding concerns report them to the safeguarding lead (Linda Tavernor) and/or safeguarding deputy (Helen Edgley).

Key skills

-  Strong team player
-  Organised and self-motivated
-  Happy with some heavy lifting
-  Observant and take initiative.
-  Accurate data recording
-  All areas of service need to encompass our values of compassion, dignity, justice, and community.

Benefits of volunteering

-  Using your existing skills to make a difference
-  Meeting new people who share your passion to eradicate poverty in the community
-  Making 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

Support

You will be given ongoing training and support during your role. You will have a main contact throughout your time volunteering. Your main contact will be Jordan Davies

How to apply

For more information please email info@abergeledistrict.foodbank.org.uk, call the foodbank on 07851 982512 or head to our website www.abergeledistrict.foodbank.org.uk










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