



## Warehouse Rota Manager(Volunteer Position)

### **Overview of the Role:**

To support the Foodbank Manger and work closely with the Warehouse Manager to set up and manage a rota of warehouse volunteers. Warehouse sessions currently take place 4 times a week and rotas are set up well in advance usually for a 3 – 4 mth period. To ensure the Foodbank has the required number of volunteers to operate these sessions and that volunteers are trained as required to 'box pack' or 'Team Lead' as necessary.

### **Requirements:**

Suitable for any volunteer, new or existing. Useful skills would include computer literacy, e.g. excel, word processing and email. It would be useful, but not essential to be familiar with Drop Box to allow for collaborative working.

### **Time Commitment:**

The number of hours involved in creating a new rota is likely to vary. When a new rota is being set up the volunteer should allow 2-4 hrs a week for 3- 4 week period. Once the rota is set up the work load will reduce until the next one is due.

### **What is Stratford upon Avon Foodbank?**

We are an independent charity helping local people in crisis. This is done by providing food parcels to clients referred by partner agencies, and providing information to help clients improve their situation. The Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. We feed an average 100+ people a month of which 20% are children. The distribution sessions and warehousing takes place at the Foodbank's cabin on the carpark at the Tesco's Maybird store.

### **How to Apply**

Email Marion Homer Foodbank Mgr. on [info@stratforduponavon.foodbank.org.uk](mailto:info@stratforduponavon.foodbank.org.uk) stating reasons for suitability by **Wed 25<sup>th</sup> Jan**. In the case of more than one suitable application informal interviews are provisionally planned for **Thurs 2<sup>nd</sup> Feb**. For more information please read volunteer task description below and/or email [info@stratforduponavon.foodbank.org.uk](mailto:info@stratforduponavon.foodbank.org.uk) or call 07736 611323. Information on Stratford Foodbank can be found at <https://stratforduponavon.foodbank.org.uk/>

### **IMPORTANT NOTES:**

This role description below reflects the hopes and intentions of the organisation and is not intended to be contractually binding on either party, or to form a contract of employment. Please note that Stratford upon Avon Foodbank is Christian organisation and welcomes volunteers of all faiths and none.

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### **Task Descriptions for Warehouse Rota Manager**

- To produce the warehouse volunteer rota
  - the next rota will cover March to May to be published by the mid-February
- To contact all volunteers by email to gauge interest and availability
- To ensure there are the necessary number of trained box packers available for food distribution sessions and arrange training sessions as necessary
- To ensure there is the required number of team leaders to run warehouse sessions
- To manage rota problems if volunteers are unable to resolve these themselves
- To ensure all warehouse volunteers have completed the necessary application forms etc
- To work with existing Warehouse Team Leaders and the Warehouse Manager to identify future warehouse team leaders
- To ensure all volunteers on the warehouse rota have undertaken safe lifting training
  - this involves watching DVD in their own time and completing a small questionnaire which the Warehouse Rota Manager would need to mark and send back
- To work with the Warehouse Manager and Warehouse Team leaders to ensure signing in and out sheets are used for warehouse sessions
- To work with the Food Share Team as required to find warehouse volunteers assist with lading up cars to deliver food to partners
- To consider the requirements of creating a rota to cover the new Twilight Distribution sessions planned for 4.30-6pm on a Wednesday or Thursday from April onwards
- To consider how seasonal peaks can be accommodated by increasing the number of rota volunteers during Harvest (Sept trough to October) and Christmas (November through to mid Jan)
- To consider volunteer availability during bank holidays
- As required to create additional warehouse rotas during Tesco Food collections – usually held in July and December
- Working with the Foodbank Mgr and Warehouse manager to consider if assisted volunteering opportunities at the warehouse might be possible.