**Volunteer Role Profiles**.

On the following pages you will find role profiles for the various volunteer positions – you may want to pick and choose from these (or use them all) depending on your requirements, or tweak them to make them fit your Pantry needs.

You could use these to advertise for volunteers on your webpages, social media, on posters or if for mini interviews with potential volunteers so that everyone knows what is required and involved.

* Don’t see something here but think you can help us in other ways? Get in touch!
* We would also welcome applications from people who can help us with:
* Delivering leaflets and newsletters on an ad hoc basis
* Promoting our service to other groups
* Painting and decorating when our sites need a spruce up

**Pantry Assistant**

**General Description:**

As a Pantry Assistant, you'll be involved with welcoming customers into the Pantry as well as assisting them with their shopping. You'll also be responsible for keeping the Pantry well stocked and well presented at all times.

**Summary of Main Activities and Tasks:**

* To meet and greet customers visiting the Pantry
* To check payments
* To assist customers with their shopping
* To ensure the Pantry is kept well stock and well presented
* To all food safety and procedural paperwork
* Assist with basic cleaning duties
* To help promote the Pantry

**Qualities/Experience/skills**

Good communication and customer care skills would be a real asset in this role, as would previous experience of working in retail. However, all applications are warmly welcomed.

**Training**

* Full in house training will be given during your induction period.
* Courses relevant to your position will also be offered e.g. accredited food hygiene course and manual handling.

**Stock Room Assistant**

**General Description:**

The Stock Room Assistant role requires some heavy lifting and manual handling.  
As a Stock Room Assistant you will be responsible for receiving goods and ensuring that they are stored correctly and in accordance with the Pantry's FIFO policy (first in first out). You will also be responsible for completing weekly stock checks and temperature checks. Another key role is to ensure that the store room and all its equipment are kept clean and tidy.

**Summary of Main Activities and Tasks:**

* Manual handling
* Assist with receiving deliveries and stock
* Assist with placing food orders
* To assist with correctly and safely storing goods
* To ensure that goods are in date and in good condition
* To operate a first in first out (FIFO) stock system
* To keep the store room and all equipment clean and tidy
* To complete all food safety and procedural paper work

**Qualities/Experience/skills**

Previous experience of working with food or within a warehouse /stockroom environment is desirable, but all applications are welcomed.

**Training**

* Full in house training will be given during your induction period.
* Courses relevant to your position will also be offered e.g. accredited food hygiene course and manual handling.

**Administration Assistant**

**General Description:**

This role helps to ensure that Your Local Pantry runs efficiently behind the scenes, supporting the network of stores to thrive. The role is largely office based clerical work, although there are opportunities to interact with the wider network and learn about all aspects of the organisation.

**Shifts**

This role requires a minimum of half a day each week (approximately 4 hours), although hours can be flexible.

There will be deadlines to work to – especially when we have seasonal promotional campaigns.

**Summary of Main Activities and Tasks:**

* + Maintaining our membership databases, including inputting new forms and visit details;
  + Inputting stock checks to help us stay on track of our supplies;
  + Making telephone calls to obtain and order supplies;
  + Compiling our quarterly newsletter;
  + Overseeing our Facebook pages, including taking and publicising photos of the food we have on offer.

**Qualities/Experience/skills**

Enthusiasm, creativity and good communication skills will make you an excellent candidate for this role.

A good understanding of Microsoft Office packages would be beneficial, but training can be provided.

If you are looking to get into work in this type of role this opportunity will help develop your skills and experience, as well as offering the chance for you to bring your own ideas about how the project can develop.

**Training**

* You will be invited to an induction at the Pantry.
* Access to relevant training and courses will be provided.

**Committee Member**

**General Description:**

As a growing network of community food stores, Your Local Pantry needs people who are enthusiastic and keen to take new ideas forward and make sure the project continues to thrive and grow.

**Shifts**

There are no set hours for this volunteer position; Committee Members will meet on a quarterly basis to discuss issues such as how the Pantries are operating, how to spend any surplus that is made, and any other duties required to keep everything running smoothly. This includes putting forward any new and exciting ideas to help the Pantry network grow, so if you have them we want to hear them!

**Summary of Main Activities and Tasks:**

* Providing oversight to the Pantry network, e.g. its financial health and visit levels
* Reviewing changes to practice, policies and procedures and making suggestions for how things could run better
* Helping to develop a ‘business plan’, including activities and areas for development
* To act as an ambassador for Your Local Pantry, e.g. promoting the project to any other groups

**Qualities/Experience/skills**

Enthusiasm, ideas and good communication skills will make you an excellent candidate for this role.

We also welcome anyone with particular skills which could benefit the Your Local Pantry network, e.g. accounts keeping, secretarial skills etc.

**Training**

* You will be invited to an induction at the Pantry.
* Access to relevant training and courses will be provided.

**Delivery Driver**

**General Description:**

Access to good food is at the heart of Your Local Pantry, and we want to get more of it to our members. We have a number of businesses willing to donate stock which requires collection from sites across Stockport and Greater Manchester and distribution to our network of community food stores. This additional stock is vital to supporting the operation of the Pantries, as well as helping to reduce food waste.

**Shifts**

Exact timings will vary depending by supplier but we have existing contacts which require collections each Monday morning. Other collections may not be every week, and can be negotiated with suppliers.

**Summary of Main Activities and Tasks:**

* Liaising with suppliers over surplus food and goods to be donated to the Pantries
* Collection of goods, observing appropriate food safety and manual handling regulations
* Distribution of goods to the Pantry network, again working safely in accordance with regulations

**Qualities/Experience/skills**

Enthusiasm and good communication skills will make you an excellent candidate for this role.

You will need to hold a full driving license; if you do not have access to your own vehicle you will need to be able to drive a transit van.

**Training**

* You will be invited to an induction at the Pantry.
* Access to relevant training and courses will be provided.