**Volunteer Job Description**

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| **Job Title**Your Local Pantry Volunteer  |
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| **Department**Your Local Pantry |  |
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| **Reports to** Associate Director of Finance |
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| **Responsible for**Supporting the Your Local Pantry team |  |
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| **Location**YMCA North Staffordshire |  |

YMCA is a Christian organisation, committed to Equality and Diversity in the Workplace. YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Job Purpose**

Your Local Pantry at YMCA North Staffordshire provides the local community access to affordable food that is excess stock sent from high street supermarkets. The purpose of the role is to undertake a range of activities to ensure the smooth running of the Pantry.

**Duties and responsibilities**

* To receive and process deliveries of food from high street supermarkets.
* To label food products as briefed by the manager of Your Local Pantry.
* To undertake such other duties as may reasonably be required.
* To operate the till.
* To keep a keen eye on customers to avoid theft or misuse of Your Local Pantry.
* To be an advocate for Your Local Pantry on social media.
* To help by delivering leaflets or other promotional materials.
* To always comply fully with YMCA North Staffordshire’s policies and procedures relating to Safeguarding, Equality & Diversity, Professional Boundaries, and Health & Safety and to undertake training in these areas when required.
* To take part in any core training that is required to fulfil the role.

**Person Specification**

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| Advantageous, not essential |
| Knowledge |
| * Food hygiene certificate would be welcome, but training will be provided if not.
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| Relevant Experience |
| * Experience in a supermarket or other retail environment.
* Keen eye for ensuring customers are acting appropriately.
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| Skills and Ability |
| * Warm and welcoming personality.
* Ability to act on own initiative.
* Excellent communication skills.
* Good organisational skills.
* Adaptable and flexible.
* Extremely reliable.
* Ability to work in a very busy environment.
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| Other Requirements  |
| * Willing to undertake any training to aid personal development.
* Ability to drive to collect supplies.
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