



Brighton Women's Centre
22 Richmond Place
Brighton, BN2 9NA

Role Description

Volunteer Foodbank Assistant

Responsible to: Volunteer Services Manager and BWC Director

Responsible for: Supporting with the sorting and distribution of food parcels to women attending the BWC foodbank.

Duties and responsibilities:

1. To ensure that the foodbank is able to open and run as advertised.
2. To attend sessions at the correct time.
3. To assist with setting up and closing down of the foodbank.
4. To sort food donations into parcels for individual clients.
5. To assist with lifting crates of food in and out of storage space at the beginning and end of each session in a way that is compliant with manual handling training and advice.
6. To sort and store foodbank produce in an organised fashion.
7. To ensure that all confidential information is kept secure.
8. To attend supervision and review sessions, training programmes, volunteer meetings.
9. To liaise with other BWC volunteers and employees and form constructive working relationships. To give and receive appropriate feedback to colleagues.
10. To remain up to date with BWC information, policies and procedures, and ensure that you work according to these.
11. To be able to work in a non-judgemental way.
12. To ensure that the centre is kept clean.
13. To comply with strict Covid-19 policies, procedures and risk assessments.
14. To provide accurate and up to date information on request.
15. To advise the Volunteer Services Manager ASAP if you are unable to attend your shift, where possible giving minimum 24 hours' notice and attempting to arrange cover through the Foodbank WhatsApp group.
16. To undertake any other appropriate tasks requested by the centre.

BWC is committed to equality of opportunity to its workers and users and in its provision of services. It is the responsibility of each and every worker to ensure the implementation of its equal opportunities policy.

Under the Health & Safety at Work Act all volunteers are required to both take care of their own safety and that of other volunteers, centre users and employees and to cooperate with BWC in complying with statutory duties.

Teamwork is vital to the success and professional standard of the centre and all volunteers are encouraged to take an active part in regular meetings and contribute to the general development of the centre. This may also include taking responsibility for specific areas of work.



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Volunteers are offered supervision in groups and support through the end of session de-brief with the Volunteer Services Support Worker or Volunteer Services Manager.

Strict adherence to confidentiality, particularly in respect of personal details and background of workers and clients is required of all workers.

Please complete an application form and return it to: emmawalsh@womenscentre.org.uk

If you have difficulties completing this form, contact Emma Walsh, Volunteer Services Manager, on 07472 085 374.