

**TITLE:** Foodbank Assistant (Internship Opportunity)

**LOCATION:** London, NW3

**REPORTING TO:** Foodbank Coordinator

**CORE TIMINGS:** One-day-per-week; Mondays 10am-4pm

**LENGTH OF PROJECT:** 3-months initial, with scope for review and extension

### PURPOSE

- To support the Foodbank Coordinator to manage the weekly food donation deliveries
- To oversee the delivery process including managing a team of volunteers
- To coordinate the sorting and packing away of delivered dry and fresh food
- To provide admin support to the Foodbank Coordinator

### OUTCOMES

- Experience of working in the charity sector/community space
- Opportunity to gain experience in the logistics and operational side of managing a Foodbank
- Experience managing and coordinating a team of volunteers

### BRIEF

- Work alongside the Foodbank Coordinator to primarily oversee and manage the process of deliveries, donations and food sorting weekly
- Oversee x4 deliveries of food donations throughout the day and help volunteers offload them from the vans
- Oversee the sorting of food deliveries into categories, and packing away of food into the fridge and dry-storage areas (some heavy lifting will be required)
- Supervise a team of volunteers with effective delegation – assigning tasks, enhancing productivity
- Ensure health and safety guidelines are met
- Oversee the appropriate disposal of food and packaging waste from donations, including composting where possible
- Calculate how much and what additional food needs to be purchased to ensure we can support all users on our database within the upcoming week
- Manage a radio and on-going communication with Security, Housekeeping and the Duty Manager
- Some computer-based administration may be required

### KEY SKILLS

#### **Essential Skills & Experience**

- Ability to lift or carry medium-to-heavy items, or instruct others to do so
- Friendly and approachable; able to interact confidently with others and lead a group
- Proactive and solution-focused
- Highly organised with efficient management of time and responsibilities

## Desirable

- Personal experience of being a volunteer, preferably in a community or cultural organisation (e.g. a community centre, arts centre, theatre, youth organisation, educational establishment etc)
- Previous Safeguarding training/certification
- Experience working with food provision and/or knowledge of local and national initiatives addressing food poverty
- Knowledge of social action programmes

## PERKS

- 1 free tea/coffee per day in the cafe
- 20% discount in the cafe
- 1 free cinema ticket per month