



*'Supporting independence from alcohol and tackling homelessness'*

### **Volunteer Role for General Helper**

**Responsible to:** Syeda Akhtar (volunteer Organiser)

**Days:** Flexible from Monday to Friday

**Hours:** Flexible

#### **Duties/ Tasks:**

- Remove any perishable items from bags of donations and place these in the kitchen
- The food store is divided into several areas-Meat, soups, beans, fish, spaghetti/pasta, sweets, condiments and drinks
- All shelves are labeled with Best Before dates, check the items and put them in the correct place on the shelves
- Discard any out of date produce
- Cereals can be used at Lower Essex Street; these will need to be placed on the shelves next to the kitchen
- Any other duties which is requested by Senior worker and commensurate with the post

#### **Person specification**

##### **Skills/ behaviour:**

- Must be physically fit to lift goods to and fro from one basement to another
- Good communication skills with people at all levels,
- Good team working skills
- The ability to work on own initiative ( as this role consists of predominantly working alone),
- Confident and reliable individual,
- Highly organised, committed and coupled with good time keeping skills essential;
- as well as having the aptitude for such work.

#### **Training and development**

- You will be required to attend further training and development opportunities to update your skills and experience
- You will have regular reviews with the Volunteer Organiser to ensure training and development needs are met

