

## **Job Title (Voluntary)**

Foodbank Junior Assistant (2 posts Available)

## **Reports To**

The Junior Assistants will report to Darren Gracey – Team Leader

## **Hours Available**

### **Position 1**

### **Position 2**

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>9am-11am</b>	<b>9am-11am</b>	<b>9am-11am</b>	<b>9am-11am</b>	<b>9am-11am</b>

## **Job Overview**

The position will involve the smooth running and operation of the Alyth Community Support foodbank.

You will be expected to maintain stock levels and report any changes to the manager.

Co-ordinate the people entering and leaving the foodbank.

Maintain a good level of hygiene and cleanliness.

Adhere to current data protection and confidentiality legislation.

## **Responsibilities and Duties**

- You will be responsible for making sure all store parcels are matched with fresh produce
- You will ensure that the store and hub remain clean and tidy.
- You will be responsible for maintaining stock levels and reporting to team leader when stock is getting low.

- During Covid 19 you will be responsible for maintaining people's distance within the foodbank as well as practicing health and safety.
- You will treat everyone with dignity and respect and be welcoming to new people entering the premises.

**Skills required:**

- Good interpersonal and communication skills and a customer service orientation.
- Organisational skills.

**Skills you will gain:**

- Comfortability with making decisions and passing on information.
- Ability to lead and work as part of a team.
- ICT

**Personal Attributes:**

- It is essential that you can be open, friendly, sensitive and non-judgemental.
- The role would suit someone who is a good, confident communicator.
- Someone who enjoys chatting to people but is equally able to offer a good listening ear.
- Warmth, friendliness and patience are also personality traits that would be a great asset in this role.

If you are interested in this role, please contact Darren Gracey on [Darrengacey1@hotmail.co.uk](mailto:Darrengacey1@hotmail.co.uk) to arrange an informal chat.

Closing Dates on this will be end of working day on 25<sup>th</sup> August 2020