Role of the ‘Packer’ at Whitehawk Foodbank

* Arrive at 11:30
* Work with Runner and Re-Stockers
* Set up tables and arrange crates from 2nd cupboard
* Fill out the ‘Church Re-Stock’ Form for Re-Stockers at beginning and throughout the day
* With re-stockers put food brought over in cupboards ensuring new stock is at the back
* Pack bags according to Packing List
* Pack thoughtfully consider size of the family, the ages of children, dietary needs, personal preferences etc
* Pack bags evenly and don’t overfill
* Pack up tables and put all food and crates back in cupboards - ensure heavy crates are put near waist height
* Clean kitchen, wash up and empty bins etc
* Report any helpful information to Food Logistics Manager
* Please ensure you act according to Manual Handling guidelines
* Please inform Sharon of any changes to your availability for the rota