Role of the ‘Re-Stocker’ at Whitehawk Foodbank

* Must be able to lift crates of food
* Arrive at 11am
* Work with Packers and Store Room Volunteers
* Bring tables downstairs and put crates out
* Unload and weigh in any morning deliveries/donations (check collection bin) and give receipts to Food Logistics Manager
* Re-stock the Church food cupboards throughout the day using the ‘Church Re-Stock’ form. Ensure cupboards are stocked up at the end of the day and that no item runs out during the day.
* Ensure with Packers that new stock is put at the back of Church cupboard shelves and that no food goes out of date
* Ensure all food taken from Store Room is weighed out and written down on the ‘Stock Out’ form and that the weight of the crate is subtracted
* At a quiet time take a break and have some lunch!
* Pack down tables at end of day and return upstairs
* At end of shift take all empty crates and trolleys back to the store room
* If there is no Store Room Volunteer:
  + At the end of the shift complete the ‘Store Room Re-Stock’ form
  + Give Stock In, Stock Out and Re-Stock forms & receipts to the Food Logistics Manager and report any other helpful information
  + Lock the Store Rooms
* Remember trolleys cannot be taken past the foyer at the Valley Social Centre
* Please ensure you act according to Manual Handling guidelines
* Please inform Sharon of any changes to your availability for the rota