



Volunteer – Family Food Pantry

Role Purpose: To support the day-to-day running of the Family Food Pantry by assisting families in a welcoming and respectful environment, helping them access food and essential items, along with sign posting them for other support needs.

Summary of Duties

- Arrive at agreed times and inform Volunteer Co-ordinator in advance if unable to attend
- Welcome and support families in a friendly and non-judgemental manner
- Assist with the setup and pack down of the pantry area
- Help display, organise and restock food and non-food items
- Support families with selecting items where required
- Monitor stock levels and inform staff of any shortages
- Follow all instructions and agreed procedures set by the Supervisor
- Maintain a clean, tidy and safe environment at all times
- Comply with all Good Shepherd policies and procedures, including:
 - Health and Safety
 - Food Safety
 - Lifting and Handling

Role Requirements

- Friendly, approachable and respectful with a commitment to supporting others
- Reliable and punctual
- Able to follow instructions and work as part of a team
- Physically able to carry out light lifting and standing for periods of time
- Awareness of maintaining confidentiality and professional boundaries

Hours: Tuesdays between 9am-1pm – hours can be flexible