**Role:** Foodbank Centre Team Leader

**Responsible to:** Operations & H&S Lead

**Time Commitment:** approximately 3 hours per foodbank centre session day

# Task Description:

* Ensure the food management and running of the foodbank centre(s)
* Ensure appropriate doucmentation is completed in a timely manner with a high degree of accuracy
* Assist volunteer co-ordinator in recruiting, training, and inducting new volunteers for the foodbank centre
* Maintain a weekly foodbank centre volunteer rota, ensuring that there are adequate volunteers for each session
* Ensure that foodbank centre volunteers follow foodbank policies and procedures
* Ensure Adherence to the confidentiality agreement
* Ensure that all areas of the foodbank centre are clean and meet with environmental health requirements and comply with current Health & Safety legislation and all current COVID-19 Protocols adhered to.
* Coordinate the setting up and clearing away of each foodbank centre session
* Lead a volunteer debrief at the end of each session
* Raise any concerns with the Operations & H&S Lead & volunteer coordinator
* Attend monthly meeting with other Team Leaders and Manager
* Comply with Trussell Trust procedures & policies
* Locations – Wednesday – 11am – 1:30 pm – St. Edwards RC Church. Airdrie & Friday 11am – 1:30pm – Airdrie Baptist Church.

# To apply:

For more information please contact David Findlay, email [dfindlay@airdrie.foodbank.org.uk](mailto:dfindlay@airdrie.foodbank.org.uk) or fill in our application form from https://airdrie.foodbank.org.uk/wp-content/uploads/ sites/67/2021/04/Airdrie-Volunteer-Application-Form-GDPR.docx and email to [recruitment@airdrie.foodbank.org.uk](mailto:recruitment@airdrie.foodbank.org.uk)

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