**Role:** Foodbank Warehouse Team Leader

**Responsible to: Operations and Health & Safety Lead**

**Time Commitment:** approximately 2 hours per foodbank centre session day

**Task Description**:

* To Ensure food packs are made to a very high standard to give to our clients.
* Assist project manager/volunteer co-ordinator in recruiting, training, and inducting new volunteers for the warehouse centre
* Maintain a weekly warehouse centre volunteer rota, ensuring that there are adequate volunteers for each session
* Ensure maximum communication between other team leaders.
* 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, including all Covid-19 protocols are adhered to.
* Monitor food stock levels and request resupply, as required
* 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 Lead and or volunteer coordinator
* Attend monthly steering group meetings
* Comply with Trussell Trust procedures & policies

**How to apply**

For more information please contact David Findlay, email 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

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