

St Peter's Wellesbourne

Role: **Distribution Supervisor**

Role Outline: This role involves co-ordinating volunteers and assembling rotas

Appointed by/Responsible to: PCC/The Foodbank chair

Skills/Experience needed: The supervisor will need to be well organised and able to work with volunteers.

Main tasks:

- Ensuring all volunteers are aware of personal safety measure and wear identification when taking food from collection points.
- Being aware of all the policies and procedures that underpin and support this role in particular:
 - the Diocesan Safeguarding procedure,
 - information on backcare,
 - confidentiality agreement.
- Advising and supervising volunteers as required
- A member of the management team
- Responding to any foodbank mobile phone calls during out of hours
- Administering the emergency food box service arranging other volunteers to visit a client

Additional Info: A DBS check will be required

Time Commitment: This depends on previously agreed time commitment on the rota

Attending management team meeting as required 1-2 hours

Attending volunteer meetings as required 1.5 hours per meeting

Review Date: January 2020