



YOUR LOCAL PANTRY

Volunteer Role Description: Pantry Volunteer

“Your Local Pantry” (YLP) is the first example in Wales of a new kind of community shop which provides healthy and affordable food to people in Ely and Caerau. For a small weekly membership fee, community members can choose from a range of food items to make their money go further by reducing food shopping bills.

We need volunteers to support the ACE staff member running this project, who can provide a friendly and welcoming experience for members of the Pantry. You don't need experience of working or volunteering in retail / customer service roles (although this is welcome!) as full training will be given.

Volunteer Role - Pantry Volunteer

Project Lead – Stacie Leek

Venue - ACE - Dusty Forge

Time – Tuesdays 12-4, Thursdays 10-4

Time Credits – will be available for this project

Desired Skills –

- Ability to work as part of a team
- Ability to communicate with community members and staff
- Customer care skills
- Knowledge of food safety legislation / guidelines – handling and storage
- Commitment to equality and diversity and a genuine desire to help people

Volunteer Responsibilities:

- Staffing the Pantry during opening times
- Stock sorting, checking, labelling and safety checks
- Ensuring health and safety procedures are followed at the Pantry
- Being available to answer questions / requests for help from members
- Helping collect information from members to help monitor impact

Project lead responsibilities:

- To manage the volunteer rotas, safeguarding and day to day running of the Pantry.
- Responsible for the overall health and safety and food hygiene of the Pantry, and liaison with Fareshare.
- To advise and manage any strategic or practical changes to the project.

I understand my responsibilities in the light of this role description:

Volunteer Name: Signed: Date: