

Volunteer Role Profile



Volunteer Role

Warehouse Donations Assistant

Reporting to

Volunteer Coordinator

Where you will be based

Warehouse in Hempstead, Essex

Time Commitment

3 hours per week

Why we want your help

Boomerangs Pet Foodbank's mission is that no pet goes hungry due to their owner's financial circumstances. We support a network of community organisations, including foodbanks, community pantries, churches and welfare agencies with regular deliveries of pet food. Our community partners rely on our support when people are facing hardship and come to them for help.

Our Volunteer Donations Assistants help manage the incoming donations and preparation of food for distribution. This vital role ensures our community partners get a consistent supply of pet food to give out, which helps to keep pets with their families. We would love you to join us in helping more pets and people in need.

What you will be doing

- ❖ Organising donations as they come in
- ❖ Checking best before dates on donated pet food to ensure best use
- ❖ Preparing orders of pet food and pet items for delivery to community partners for distribution
- ❖ Preparing packs of pet food for use at other services
- ❖ Recording the weight of pet food being sent out
- ❖ Helping the volunteer team to keep a safe and tidy warehouse
- ❖ Occasionally, if desired, supporting the Volunteer Coordinator to liaise with community partners and organising deliveries of pet food to meet demand

What skills you need

- ❖ Good attention to detail
- ❖ Reliable, team player and self-motivated
- ❖ Able to lift moderately heavy items from time to time

- ❖ Good communication skills
- ❖ Respect for confidentiality of personal data and charity information
- ❖ Friendly and with a professional approach

What's in it for you

People volunteer in their community for many different reasons and here are some of the benefits of volunteering:

- ❖ You'll be able to use your work or life skills for a good cause
- ❖ You'll meet new people and get involved with your local community
- ❖ You'll learn new skills such as supporting community partners, communication and team working
- ❖ You'll build your confidence and have a sense of purpose
- ❖ We'll provide you with all the training you need

Your out-of-pocket expenses will be covered if driving your own vehicle to the warehouse.

What happens next

Please complete the Volunteer Application form and provide two references that are not family members.

You'll be helping keep much-loved pets with their families