

ROLE DESCRIPTION



Hub Volunteer

Main team contact: Lizzie Quinn – Hub Leader

Salary: Voluntary (not a paid position)

Hours: 2-4 hours/week, Monday to Friday

Purpose of Role

The Volunteer role is to support the community response hub for the Old Trafford area.

Main Duties & Responsibilities

- Answer the phone and deal with enquiries – signpost people to the correct person.
- Keep records up to date to report back to hub lead.
- Organise and distribute food parcels and emergency food supplies so that they reach the correct person on time.
- Make sure food stock is stored correctly and rotated.

Other duties and responsibilities

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Understand and empathise with the aims and ethos statement of the Centre and its equal opportunities policies.

Qualifications/Experience

- Have a good level of spoken and written English
- Have a working knowledge of computer packages
- Be confident using the phone
- Have a friendly manner
- Be reliable and on time
- Work as part of the team