

PUB CHURCH COMMUNITY INTEREST COMPANY

Trading as Hawkinge Community Fridge

VOLUNTEER JOB DESCRIPTION

Hawkinge Community Fridge (HCF) collects and distributes food that supermarkets, shops, etc., are due to discard to go to landfill. The Fridge is based at Hawkinge Community Centre and is staffed by volunteers. Hawkinge Community Fridge is run by Pub Church Community Interest Company and is a trading name thereof.

Role Summary

Position: Community Fridge Volunteer

Part time, 4 hours on a Sunday as scheduled, from 10:00am to 2:00pm. You may be asked to help with collection of food from designated outlets if you have transport and time available. Your fuel costs can be claimed, agreed in advance, at 45p per mile for food collection.

Days of Work: Sunday (as required)

Hours of Work:

From 10:00- 14:00

This position is voluntary and you are not paid for this work

Location:

Hawkinge Community Centre, Hawkinge, Kent.

Job Description:

You will be responsible for receiving and weighing in or otherwise recording food received at the commencement of each session. This may include chilled, frozen, fresh and tinned or baked goods. The reception procedure and food hygiene procedures must be followed at all times.

During Fridge operations, you will wear a HCF Apron and disposable, latex free, gloves which will be provided. You will also wear an ID Badge with your first name and photograph, provided by us.

When the Community Fridge opens to the public, you will help clients select and take any food they require. The Community Fridge is open to anyone and is NOT a food bank, and you must be careful not to discriminate or make judgements about clients as they are all helping to save the food from going to waste.

Generally, there will be guidelines given to you for what is a reasonable amount for each person to take on the day so that there is sufficient to go around, but this will also be at your discretion and always within reason. Paper bags are provided by us to assist those who have none of their own.

There will be signs around the HCF area showing Allergens that may be present in any unwrapped food. Any of these allergens may be present in any unwrapped food.

Wrapped food will show allergens on the label.

Primary Responsibilities:

1. Apart from weighing in and recording goods donated, you will also be responsible for maintaining a high level of personal and area hygiene ensuring that any spillages or breakages are quickly cleared up, and that there are no trip or slip hazards.
2. You may be required to clean fridges, freezers, tables, floors, display stands etc. before and after the Community Fridge is open. Disposable aprons and gloves are provided for any cleaning tasks. You must make yourself aware of any 'Care Of Substances Hazardous to Health' (COSHH) rules relating to any cleaning or disinfecting products you use. If in doubt, ask your Team Leader. NEVER mix cleaning chemicals.
3. Always be cheerful and attentive. Smile - even if you don't feel like it. Be polite and non-confrontational. If you are not sure what to do in any given situation call the Team Leader over and involve or ask them.
4. Remember, the mission of the Community Fridge is to use up food that would otherwise go to waste, and to provide a service to the people of Hawkinge, some of whom may rely on this facility to supplement their diet.
5. At the end of the session, you may take any food that is left for your own consumption, but it may not be taken to sell or for your benefit in any other way.
6. At all times you must abide by the Policies of the organisation. If you are not sure what to do in any situation, ask your team leader.

Reporting and Contacts

You will report to your team leader, or as assigned on the day

Person Specification

Relevant Qualifications:

Essential
Food Hygiene level 2 or above. We can provide this training for you using our online portal, however it is a condition of acceptance that you pass this or have a current valid certificate at or above this standard.
Desirable
A current workplace First Aid qualification

Desirable Communications Skills:

Can communicate in a pleasant and engaging manner with anyone and remain calm under pressure.

Employee Benefits:

Holiday: As you may require, but please ensure you can fulfil any agreed commitment to the Community Fridge

Pub Church Community Interest Company trades as **Hawkinge Community Fridge**

Contact Details:

Address:

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Email: antony@meadeco.com

Website: www.hawkingecommunityfridge.co.uk

Recruitment Process

1. Once we have received your expression of interest form, we will invite you for a meeting at Hawkinge Community Centre to talk about the role and explore your background and experience. We will talk about what you can expect from us, and we will tell you what we expect from you.
2. Based on this meeting we will decide if we wish to proceed with appointing you as a volunteer and will inform you accordingly within 5 days
3. You will need to provide identification documents i.e. passport or driving licence.
4. You may need to provide information relating to your 'right to work' in the UK and depending on the requirements of the role, may need to undertake a DBS check
5. If we do not have any current vacancies for volunteers, we will ask you if you want to go on a waiting list for an opportunity to arise.

How to Apply

To apply for this role, please submit your expression of interest form online or send a covering letter to Julian Campbell at campbelljulian905@gmail.com together with your CV if you have one.

Please do not hesitate to let us know if you require any reasonable adjustments during the application process or to enable you to perform this role. We will be happy to make any reasonable adjustments that are necessary.

We are committed to providing equal opportunities and treatment for everybody involved in our organisation. Therefore, we will deal with all applications and candidates in a manner that is consistent with equal opportunities and discrimination laws, as set out in our equal opportunities policy.

Your covering letter/email should address the following:

1. An overview of your experience in dealing with customers/the public in other roles, and any food related experience you may have
2. Why you want to volunteer at Hawkinge Community Fridge, and what you feel you would bring to the role

We intend to respond to applications within 5 days of receipt.