



BYHP

(Supporting Young People in Housing Need)

2 Chandos Close, Banbury, Oxfordshire, OX16 4TL

Telephone: 01295 259 442 Email: Enquiries@byhp.org.uk

www.byhp.org.uk

Brief

BYHP is looking for an enthusiastic volunteer(s) to help maintain our Food bank and process any donations received. This will include collecting donations, sorting and labelling products with expiry dates and replenishing the food bank cupboard and fridges. Checking and recording fridge temperatures and making up parcels for service users to collect will also be required.

Job Description

Title	Foodbank Co-ordinator
Reporting to	Service Delivery Manager
Location	2 Chandos Close, Banbury OX16 4TL
Start date	TBA
Hours	TBA

Post Objectives

- To process donations and re-stock Food bank

Other responsibilities

- To work independently.
- To collect donations as and when needed.
- To sort and process donations received from Banbury Food for Charities.
- To check Food bank fridge temperatures.
- To make yourself aware of the health and safety policy and work within it.
- To sort, date and label items going into the food bank.
- To make up parcels for service users who present at BYHP to collect.

Patrons: Lady Saye and Sele & Lady Cadbury

Registered Address: 2 Chandos Close, Banbury, Oxon, OX16 4TL Registered in England

Registered Charity Number 1115514 Company Number 5722118

