

Role Specification

Position:	Volunteer
Area:	Community Shop
Reports to:	Volunteer Coordinator
Key relationships:	Marketing Manager, Community Catering Lead, Centre Manager, Community Co-ordinator
Place of Work:	The Pad, Paignton

This role is subject to an enhanced DBS check.

Overview:

The aim of volunteering is to develop your own skills, abilities and employability, while giving something back to your local community.

Expectations:

We would expect you to commit to a minimum of 4 hours per week and to work to a pre-agreed rota.

You need to successfully complete a mandatory 1 day training course before starting this role and to participate in ongoing training as required.

Training and Benefits:

The initial training is accredited at E3 Level. A varied programme of Adult Education training opportunities is available to you throughout your time at Eat That Frog.

Volunteers are invited to staff meetings and conferences and to the annual Christmas & Summer parties!

Skills required:

- Ability to lift boxes, stock shelves, pack crates and sort goods for the Community Shop.
- Ability to interact positively and effectively with customers and staff.
- Attention to detail, reporting issues and seeking solutions.
- Ability to record customer and food hygiene data.
- Ability to work within policies and follow health & safety guidelines.

Other requirements:

You need to be at least 18 years old to undertake this role.

A DBS check will be required and two references are asked for.

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

To apply for this role please complete an application form, and an Equality and Diversity form, quoting reference: Vol1 and send to volunteer@eatthatfrog.ac.uk

You can find more information about us on our website: www.eatthatfrog.ac.uk

Role Specification

Person Specification	Essential	Desirable
Qualifications		
Literacy & Numeracy level 2 or equivalent		✓
Skills & Experience		
Experience of working to company policies	✓	
Ability to maintain accurate records and administration		✓
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	