

# Volunteer Role Profile



Volunteer Role

**Pet Food Bank Support - Donations Assistant**

Volunteer Manager

**Shop or Centre Manager**

Where you will be based

**Community**

## Why we want you

Sick, injured and homeless pets have relied on Blue Cross for help since 1897. Each year, thousands of dogs, cats, small pets and horses turn to the charity's animal hospitals, clinics and rehoming services for treatment and support.

Our Pet Food Banks provide practical support to pet owners during financial crises, by distributing donated pet food via food banks in the local community. Our food banks can be the key to helping owners to keep their much-loved pets. Our Donations Assistants help manage the incoming donations and preparation of food for distribution. All this adds up to keeping more pets with their families. We would love you to join us and help us help more pets and people in need.

## What you will be doing

- Organising donations as they come in and regular stock taking to keep track of the food we have available
- Checking use by dates on donated pet food
- Preparing packages of pet food and pet items to be given out to our pet food bank clients or to send to other local food banks for distribution
- Liaising with external food banks and organising deliveries of pet food to meet demand
- Using excel and our database to record the activity of the food bank
- Ensuring any stock overflow is collected for distribution to other Blue Cross coordinated food banks
- You can choose to combine this role with any of our other pet food bank roles if they are also available at your chosen location

## The skills you need

- Competent, team player and self-motivated
- Friendly and with a professional approach
- Attention to detail
- IT literacy
- Good communication skills
- Used to dealing with a variety of people from different backgrounds



## **What's in it for you**

- You'll gain a variety of experience for your CV
- You'll learn new skills such as customer service, communication and team working
- You'll meet new people and get involved with your local community
- We'll provide you with all the training you need
- You'll be helping more pets and people in need