



Food Donations Collection Driver

Core Purpose

To support the effective operation of the Food Bank by collecting donated food from designated locations across South Derbyshire and transporting it to the Swadlincote service centre, helping to maintain a reliable and well-stocked supply for those in need.

Key Responsibilities

Food Donation Collections

- Complete collections reliably and according to an agreed schedule to support consistent food bank operations.
- Deliver collected items securely and promptly to the food bank.
- Load and unload food items safely to prevent damage or spoilage.
- Ensure donated items are handled hygienically and stored appropriately during transport.
- Inform the Food Bank Officer of low donation levels, unsuitable items, or problems at collection points.

Support Loading and Unloading

- Assist with moving boxes or bags of donations at both collection and delivery locations following safe manual handling guidelines.

Maintain Accurate Records

- Keep simple records of collections where required, including quantities or locations.

Communicate with Food Bank Officer

- Keep in contact with food bank officer regarding collection times, issues, or changes.

Positively Represent the Food Bank

- Act as a friendly and professional representative when interacting with collection point staff and donors.

Ensure Vehicle Suitability and Safety

- Use a clean, roadworthy vehicle suitable for transporting food donations.

Significance of the Role

- Ensures regular collections from donation points so the food bank remains consistently stocked with essential items.
- Provides a vital link between donation points and the Food Bank, enabling the food bank to function effectively.
- Helps turn public donations into practical support for individuals.
- Contributes to the availability of emergency food parcels.
- Makes it easier for local businesses and community collection points to participate in supporting the food bank.
- Shows active local involvement in addressing poverty and food insecurity.

Impact of the Role

- Regular and reliable collections ensure sufficient food is available for distribution.
- Helps ensure emergency food parcels can be prepared and distributed without delay.
- Reliable collection encourages continued and increased contributions from collection points.
- Allows food bank staff and volunteers to focus on sorting, packing, and supporting service users.
- Consistent collection schedules help prevent shortages of essential items.
- Maintains positive relationships with supermarkets, community groups, and other donation partners.
- Ensures donated food is collected promptly and used effectively.

Time Commitment

This is a **FLEXIBLE** Volunteering role has **no minimum time commitment**. Collections must be made weekly, on a Monday, Tuesday, Wednesday or Friday but the hours are flexible between 9.00am and 12.30pm and delivered to the food bank **no later than 3.00pm**.

Skills Required

There are **no specific qualifications or prior experience required** for this role, however, **you must have the ability to lift, move and transport food supplies**.

It would be advantageous if you have:

- Ability to drive responsibly, follow planned routes, and complete collections and deliveries on time.
- Ability to manage collection schedules efficiently and communicate clearly with the Food Bank Officer and collection points.
- Ability to load, carry, and transport donated food safely and carefully.
- Ability to handle donations appropriately, follow basic food safety guidance, and report any issues or shortages.
- Ability to respond calmly to unexpected situations such as changes in collection arrangements or access issues.

General Expectations

- Be punctual, reliable and committed.
- Maintain a friendly and positive attitude.
- Respect confidentiality and the dignity of all.
- Have good listening and communication skills.
- To be respectful, non-judgemental and committed to Equality, Diversity and Inclusion.
- To establish and work within the agreed boundaries of the role.
- To understand and work within SDCVS policies and procedures, including Confidentiality, Equality, Diversity and Inclusion, Safeguarding, and Personal Safety.

Safer Recruitment

In line with our Safer Recruitment practice you will be required to undertake a **Basic Level Disclosure and Barring Services (DBS) Records Check**.

Application and Onboarding

Step 1 - We'll send you an **application form** to complete. As part of your application, we'll ask you to provide us with details for **two people we can contact to obtain a personal character reference (these need to be people you have known for 2 or more years and not family members)**. You will also need to present or send us copies of **two ID documents for us to verify your identity and address**.

Step 2 - A **telephone call** with the relevant Service Coordinator will be arranged to explain more about the specific volunteer role.

Step 3 - Once approved, we will take you through the onboarding process, which will involve **induction, and role specific training (where necessary)**. Finally you will be required to sign a **volunteer agreement and confidentiality statement**.

Training and Support

A comprehensive induction and additional learning and development (where identified) shall be provided to all volunteers prior to and during your volunteering.

Volunteers are also given the opportunity to attend regular support and development sessions with the designated Service Coordinator.