

Acton Gardens Development Trust

Volunteer Community Fridge Coordinator Role Description

Department	Volunteering
Availability	Every Tuesday between 12:00pm – 15:30pm
Location	Acton Gardens Community Centre
Category	Community Fridge (Food packing and organisation)

Role Purpose:

To collect deliveries of surplus food which arrive at the centre every Tuesday.

Other tasks will involve: organising stock, discarding spoiled food, and packing bags for residents. Volunteers will follow additional instructions provided by members of staff. In addition to that, volunteers can claim up to **£8.00** as reimbursement for their lunch and travel expenses.

About the project:

The Community Fridge aims to support local residents by collecting and storing surplus food which will be distributed amongst the community. Our aim is to ensure that food is not being wasted and is going out to households who will appreciate extra resources.

About Acton Gardens Development Trust:

Acton Gardens Development Trust is a resident-led charity providing community programs and services to people from all age groups, faiths, and ethnic backgrounds. Our vision is to create a resilient, happy community.

Role responsibilities:

- Follow specific directions provided by project coordinators.
- Follow the latest rules and regulations regarding the pandemic.
- Follow clear health and safety guidelines and monitoring advice provided in the Community Fridge 'How to Guide'.
- Plan and organise effectively.
- Report emergency issues to members of staff.
- Assist and communicate effectively with other volunteers.

Knowledge, skills and experience:

- Patient
- Personable
- Reliable
- Well-organised
- Dedicated
- Adaptable

General conditions:

We act always in accordance with the Acton Gardens Development Trust's Adult and Child Protection Code of Conduct.

We comply with the Acton Gardens Development Trust Health and Safety management system.

We demonstrate skill, knowledge and behaviour to work with people from all different social, cultural and economic backgrounds in a respectful way. In all activities, our volunteers are guided by the Fundamental Principles of Acton Gardens Development Trust.