Volunteer role description

Volunteer role – Community Driver.

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| **Reports to:** | Chris Nice- Café Manager |
| **Department/section:** | Communities |
| **Commitment level:** | Flexible - Including Weekday Evenings. 7:30pm(get the call) – Pick up 8:30pm. Short notice. It depends on your availability and what food needs collecting from the supermarket. The aim is to have a pool of volunteer drivers available – coordinated by a WhatsApp Group.  |
| **Location:** | Covering Supermarkets & Foodbanks in Peterborough e.g Tesco Werrington & Tesco Hampton. |
| **Purpose of the voluntary role:** |
| The WestRaven Community Café receives donations of food from local supermarkets at short notice. Usually in the evenings 7:30pm – 8:30pm. The Community Driver would collect the food and deliver it to the community café – so it can be used for the Community fridge. |
| **Key responsibilities:** |
| Collecting food donations from local supermarkets.Delivering food to the Community café.Completing expenses claim.Reliability is essential as this is a vital service for our Community Café.All journeys are planned and agreed in advance and you should only take on the number and length of journeys that you feel happy with.As a volunteer Community Driver you must adhere to CKH Volunteer Safeguarding and Health & Safety best practice.Volunteers must have their own mobile phone and be willing to join the WhatsApp Group that is established solely for the purpose of coordinating deliveries. |
| **Key relationships:** |
| Café Manager. Other Café staff and Volunteers. CKH staff. Supermarket staff |
| **Skills, qualifications and experience required:** |
| A full UK driving licenceYour own vehicle which is insured and taxedAble to load / unload shopping to and from car |
| **Training and support provided:** |
| Mandatory volunteer trainingManual handlingOpportunity to attend any in house training that is relevant to your role.  |
| **Availability of parking at work location:**  |
| There is free parking at the WestRaven Café and at the supermarkets  |
| **Equipment:**  |
| A volunteer needs to provide a car. Official lanyard / name badge. |
| **Expenses:** |
| Mileage is paid at £0.45 pence per mile. |
| **Is this role is eligible for a Disclosure and Barring Service (DBS) check**, **which is renewable every three years?**  |
| Yes |
| **If yes, what level of DBS check which is required for this role?**  |
| Enhanced |
| **No role description can cover every issue which may arise, and as a volunteer post-holder you may be expected to carry out other duties as required from time to time.** |