

**VOLUNTEER
ROLE PROFILE**



Role Title:	Warehouse Stock Processing	Date:	Jan 2023
Department:	Retail Hub	Manager:	

Role Purpose:

To assist the Retail Hub with the processing of stock that comes into the Hub.
To be aware of the important role volunteers play in promoting Barnsley Hospice's strategic mission, vision and values.

KEY TASKS AND RESPONSIBILITIES within PORTFOLIO OF DUTIES

Functional responsibilities of Role:

(Please note you only carry out the areas that you feel comfortable with)

1. To support and assist the Hub team in hanging stock, separating stock, stocking the retail spaces, tagging, steaming and housekeeping.
2. General warehouse labour tasks.

Volunteers must:

1. Maintain complete confidentiality at all times.
2. Be fully compliant with the Fire Action Plan wherever they are attending

Training/General Information

References are required for this role
DBS check is required for this role
Training is provided by Barnsley Hospice

- NHS Conflict Resolution
- Equality, diversity and Human rights
- Health, Safety and Welfare
- Infection prevention and control level 1
- Moving and Handling level 1
- Basic Prevent Awareness
- Fire safety Level 1
- Safeguarding Adults Level 1
- Safeguarding Children Level 1
- Data Security Awareness

Times: -

This role is generally done between 10am and 3pm, Monday to Saturday

Personal Requirements

Essential

- Able to give 2-4 hours regular volunteering time each week
- Able to use Initiative
- Able to work alone and part of a team
- Fun, Friendly / Personable
- Quick and eager to learn

Desirable

- Knowledge of the Hospice events
- Knowledge of geographical area

Disclaimer

Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.