



Volunteer Soup Run Co-ordinator

This role involves:

Co-ordination and organisation of the six voluntary teams (one supplied by Plympton Church), requiring assigning of volunteer members to teams, writing and distributing rotas and general oversight/provision of soup run team each Friday evening.

Ensuring compliance with food hygiene standards (level 2 certificate required for coordinator and all team leaders), and adherence to 'Natasha's law' (allergy identification and labelling) for each team.

Ensuring the minimum weekly food provision for each team has been ordered – enough for 80 x bags containing one sandwich, crisps, chocolate biscuit and item of fruit, plus a drink.

Reporting to Shekinah mission weekly, and a monthly 2-3 hour meeting with other city wide soup run coordinators as well as attending wider meetings within the city for team training and information.

Required skills:

Ability to problem solve due to both potential short notice lack of personnel and or material resources.

A good aptitude for administration and accounting.

Able to identify methods of reducing both costs and waste.

Level 2 Food Hygiene certificate (training provided)