



EDINBURGH FOOD PROJECT

Office Volunteer Description

Running eight foodbanks in the North West, Central and East parts of Edinburgh requires a turnover of nearly 100,000 tonnes of food a year – all of which is donated by schools, faith groups, companies and individuals. Ensuring every phone and email enquiry is answered with accuracy makes for a busy office.

We have two office-based roles available: general admin and a volunteer to help create a working manual to ensure all procedures are implemented accurately.

Attributes, Skills and Experience Required

- A passion for helping those in food poverty
- Experience of Microsoft Office packages such as Word & Excel
- Use of online mail boxes (e.g. Gmail or Hotmail)
- Excellent customer service skills

Tasks

1. Answer telephones
2. Data input
3. Printing off forms & documents

If this is a position you feel you would be well suited for please contact Katie Quinn, Volunteer Manager: katiequinn@edinburghfoodproject.org or 0131 444 0030.