OIKOS-BRIGG

(charity number: 1184594)

Oikos-Brigg Volunteer Job Description

At Oikos-Brigg, our volunteers are at the heart of everything we do. Whether it's in the shop, behind the scenes, or helping with events, your time and kindness help us serve the community with compassion, dignity, and joy.

Purpose of the role: To support the day-to-day running of Oikos Brigg - a Christian shop and community food and social project - in a way that's welcoming, safe, and respectful of everyone. Volunteers may take on different tasks depending on their availability, strengths, and interests. This is a list of most tasks that form part of our voluntary roles at Oikos-Brigg.

Main Tasks (These may vary per volunteer)

Volunteers may be involved in one or more of the following areas:

In the Shop

- Welcoming customers and offering help where needed
- Working alongside the shop manager or assistant-manager on a 2-hour shift, to be of assistance to shop customers, take payment for goods sold. Record sales on the sales sheet.
- Make hot drinks when required for customers.
- Help keep the shop area clean and tidy.
- Answer customers' queries. If not able to answer, ask for help or advice from the shop manager or assistant manager.
- Ensure you are never left alone in the shop. There should always be 2 volunteers on duty.
- The shop is open to the public and will potentially be welcoming children/young people and adults of all vulnerabilities

Food Bank, Pantry & Community Fridge Support

- Packing food parcels for different household types
- Organising food storage (fridge, freezer, and shelves)
- Supporting our monthly Food Pantry sessions (day and/or evening)
- Providing support and food bank knowledge to the shop during opening hours to answer queries and questions, and offering a friendly ear during warm and social spaces
- Supporting the community "fridge" being put outside, kept tidy and sorted/cleaned

Food Safety & Hygiene

- Stock rotation and date checking (use-by/best before)
- Labelling and freezing food safely
- Monitoring fridge/freezer temperatures
- Cleaning and recording hygiene tasks
- Flagging any issues identified

Pickups & Deliveries

- Helping with regular and ad-hoc supermarket pickups (Aldi, Lidl, Tesco, Co-op, etc.)
- Supporting food deliveries when possible
- Communicating in the volunteer WhatsApp group (where applicable or appropriate)

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Events & Community Sessions

- Supporting Space 2 B social drop-ins (twice monthly)
- Helping with one-off events (e.g. Christmas hampers)
- Getting involved in community meals and group sessions

Training & Support

- Full induction and ongoing support provided
- Safeguarding and health & safety guidance will be explained
- Opportunities for mandatory and optional training (e.g. manual handling, food hygiene)
- Regular check-ins to make sure you're feeling confident and supported

Requirements:

- A basic DBS check is required upon successful application

What We're Looking For

There's no "ideal" volunteer — we welcome everyone who wants to serve with kindness, respect, and a willingness to learn. All we ask is that you:

- Work well as part of a team
- Communicate kindly and clearly
- Show reliability and integrity
- Are open to following policies that keep everyone safe
- (Optional) If volunteering in the shop, a practicing Christian faith is required, but respect for our Christian ethos is essential across all activities

Next Steps

If this role sounds like a good fit, we'd love to hear from you. After applying, we'll arrange an informal interview to get to know you, followed by references and a DBS check.

Contact details below to discuss in more detail:

- Hannah Mitchell: hannahmitchell@oikos-brigg.org.uk