

# THE FOOD BANK SINGAPORE

Securing Food, Shaping **Tomorrow**

**Warehouse Volunteer Manual**



# About Us

Established in 2012, The Food Bank Singapore is the nation's only accredited member of The Global FoodBanking Network (GFN), an organisation which supports food banks in more than 50 countries.

As an IPC-registered charity (non-government funded), we collect surplus food from manufacturers, distributors, retailers, restaurants, and consumers, and channel them to vulnerable communities through our network of beneficiary partners. We also procure food as needed to meet the food support requirements of our beneficiary partners.

Beyond providing vital food support to **improve food security**, we **champion food sustainability** through advocacy, reducing food waste, and driving education programmes that inspire action to reduce food waste and build a more sustainable future.



# What does a Warehouse Volunteer do?

Warehouse Volunteers support the day-to-day operations of The Food Bank Singapore by ensuring food donations are properly handled, organised and prepared for distribution. Your contributions help keep our warehouse safe, efficient and ready to serve communities in need.

Warehouse volunteering activities typically take place over a 3-hour session (weekdays only, excluding Public Holidays):

- AM Session: 10am to 1pm
- PM Session: 2pm to 5pm

For larger corporate groups interested in volunteering as a company or department, please contact us at [enquiries@foodbank.sg](mailto:enquiries@foodbank.sg).



**Support us**

By joining us as a Warehouse Volunteer

# Things to note

- Our warehouse address: 218 Pandan Loop, #06-03 XPACE, Singapore 128408
- Attire: Casual, comfortable clothing with covered shoes. Strictly no Crocs, slippers and sandals. Skirts and dresses are highly discouraged.
- Please bring along your own bottled water. Alternatively, a drinks vending machine is available on-site and accepts QR code, PayNow and coin payments.
- There is no visitor parking within the premises. Public parallel parking is available along the road outside our building (standard coupon parking rates apply).
- For safety reasons, volunteers must be at least 16 years old due to the use of industrial machinery and high shelving.
- You might be required to carry loads of up to 20kg.



# Steps to become a Warehouse Volunteer

**Step 1:** Look out for available warehouse volunteer slots and sign up for your first session [here](#). If you are unable to find a suitable slot, please share your availability with us at [volunteer@foodbank.sg](mailto:volunteer@foodbank.sg) and we will assist in scheduling a session.

**Step 2:** Arrive on time for your assigned session and attend a short sharing about The Food Bank Singapore.

**Step 3:** Register your attendance with the FoodBanker and receive a safety briefing, along with an overview of the day's tasks.



# Steps to become a Warehouse Volunteer

**Step 4:** Depending on the volume of incoming donations and any ad-hoc outgoing distributions, you may be involved in the following activities:

- Organising and categorising incoming food donations
- Assisting with stock-taking and inventory management
- Packing food onto pallets, and supporting the loading/unloading of food pallets (this involves a degree of physical labour)
- Maintaining warehouse cleanliness to uphold high health and safety standards

Your first session will be a trial session, giving you the opportunity to understand and experience the activity. After the session, we will follow up to see if you are interested in continuing as a Warehouse Volunteer.



# FoodBANK

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