

Volunteer in our shop

There are lots of ways to get involved at our shop working alongside our staff.



Set-up shop: 8am – 9am

- Set up bread display
- Wipe loose food containers
- Put out clean scoops
- Put out ramp, trolleys and signage
- Wipe counter area
- Sweep/h Hoover the floor

Pack-up shop: 6pm – 7pm

- Put scoops in dishwasher
- Hoover loose food area
- Empty bins
- Bring in ramp, signs and trolleys

*Till host: 9am – 6pm

- Greet customers
- Answer any questions
- Check-out shopping through the till
- Take payments by card, cash and phone
- Ad hoc shop activities

Clean and tidy: Any time

- Sweep and wipe shelves, counters and surfaces
- Sweep and mop floor
- Wipe fridges and freezers
- Throw out waste and recycling
- Use the dishwasher

Restocking:

Tues – Thurs 8am – 9am

Friday 11am – 1pm

- Check for gaps on shelves
- Put stock on shelves, in fridges and freezer
- Fill loose bins (these can be heavy)
- Replenish liquid refills (these are heavy)
- Smarten and tidy stock

**Till host is the only role that requires training, for other roles just turn up. We will contact you to arrange till training.*

When your application is processed, we will set you up on our volunteer management system, Three Rings: www.3r.org.uk

The system will email you to set up your own password.

To sign up for a slot to work in the shop:

- Go to the website www.3r.org.uk
- Click on the Rota tab.
- Select a day and time that you want to help,
- Click on Sign up in the slot and click on your name – and that's it.

We ask that you:

- Book yourself in the shop rota as far in advance as you can
- Let us know if you can't make it
- Be prompt for your shift, allowing time to wash your hands and put on an apron
- Remember the food hygiene, health and safety and alcohol licensing rules

If you have any problems using Three Rings, please email helperadmin@truefood.coop, or talk to a member of staff in the shop.

It helps the shop staff plan ahead if you sign up as far in advance as you can and ideally, commit to a regular weekly slot. There is an option to choose this when you book into any slot.

If your plans change, you can pull yourself out of a booking, but please do this as soon as you can so the shop staff can make other arrangements. If it is the day before your slot is due, please also email shop@truefood.coop.