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| **This role outline is an example and can be adapted to each local situation.** **NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements as they may also then need to change.** |
| **Role**  | **Responsible to**  | **Duties** | **DBS** | **Workforce** | **Training**  | **Forms Required**  |
| Fairtrade Stall Operator  | Church Council  | * To be responsible for the safe storage of the goods and money.
* To unpack goods and set up the stall in advance of Sunday worship and stay after the service to sell goods and pack up the stall.
* To fund a float or arrange for the Church Treasurer to provide one.
* To receive payment in cash or by cheque for goods sold.
* To place any orders from individuals or to restock the stall.
* To share pastoral concerns with the Minister and/or leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.
 | As described here - this role is not required to have a DBS check |  |  | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/) **Confidential Declaration –**[www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/)  |