



Emmanuel House
Sharing the journey

Donation Sorting

Thank you so much for volunteering for Emmanuel House. We couldn't do everything we do without our dedicated community of volunteers. You make such a generous and important contribution to our work supporting people who are homeless.

Volunteer session details

Address

Emmanuel House, 53-61 Goose Gate,
Nottingham, NG1 1FE



Directions

Arriving by bus or tram:

Emmanuel House is located in the middle of Hockley in Nottingham city centre. It is a short walk from the Market Square, the Lace Market tram stop and is on most NCT bus routes.

Arriving by car:

There are no on-site car parking facilities at Emmanuel House. If you are dropping off or unloading at Emmanuel House, it is possible to drive down the one-way system along Brightmoor Street, left on to Goose Gate, and you can pull in on the pavement right outside the centre to unload.

Itinerary

1:30pm

Arrive at Emmanuel House. Please ring the doorbell at the main door. Our staff on reception will be expecting you. All visitors will need to sign in and will be provided with a volunteer lanyard.

1:30-1:45pm

One of our staff members will tell you a bit about Emmanuel House and how our services operate.

1:45-4:30pm

A staff member will give you a full task briefing and will check in throughout your session.

4:30pm

Please speak to our staff before you leave.



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Help us turn
this ↪ **into** **this** ↪



Session overview

During your volunteering session, you will be helping to organise the high volume of non-perishable food donations we receive. When people drop off their donations, we put them in a store room. They need to be sorted and dated before they are stored in our kitchen and used for our food provision.

Tasks will include:

- Sorting and dating donations of non-perishable food
- Stock control in the pantry
- Cleaning down and organising the pantry

You'll be provided with:

- Pens for dating tins
- Trolleys to move tins between rooms
- Trays and tables to categorise items

The time you spend organising our food donations enables our staff to continue with vital work supporting people who are experiencing homelessness.

Our morning drop-in finishes at 12:00pm and Emmanuel House will be closed during your volunteering session. There will always be at least one support worker downstairs to answer the door and respond to enquiries from visitors. From time to time, support workers might arrange appointments with beneficiaries in the private meeting spaces. If you are concerned about anything, please speak to a member of staff.



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Why we need donations

Emmanuel House supports people who are homeless, rough sleeping, have No Recourse to Public Funds, or are at risk of homelessness in Nottingham.

We've been operating from our day centre since 1976, meeting people's basic human needs, providing showers, food and clothing and providing support surrounding housing, benefits and mental and physical health.

On weekday mornings, we provide breakfast and a drop-in service and in the afternoons, we provide hot meals for people who are homeless or in crisis. Meals are served on Monday, Tuesday, Thursday and Friday 1pm – 2pm.

The food is cooked by a dedicated group of volunteers and made with ingredients donated by our community.



Any donations you are able to bring with you on the day are hugely appreciated.

You can see the list of our most-needed items on our website, here: www.emmanuelhouse.org.uk/donations-sponsorship/



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Checklist:

- ✓ Provide emergency contact details.
- ✓ Wear suitable clothing for sorting.



If you'd like to support Emmanuel House after your volunteering session, please don't hesitate to get in touch with our fundraising team:

donations@emmanuelhouse.org.uk



Please feel free to take photos of your volunteering session, but please ensure our beneficiaries are not in the background.

