COMPOST VOLUNTEER TASK SHEET



This task sheet outlines the main tasks and responsibilities that you will be involved in as a Compost Monitor.

We encourage all of our volunteers to be involved in both the turning and admin tasks, but we understand that not everyone is able to do both. If you would like to be just a **turning monitor** or just an **admin monitor**, please let us know.

Community composting is a simple, local way to manage food waste whilst creating something valuable for the community. Our volunteers help turn food scraps into nutrient-rich compost that benefits local growing spaces, biodiversity and soil health. Every contribution helps to create a positive, lasting impact for people and the planet.

BRIGHTON & HOVE FOOD PARTNERSHIP

01273 234 810

compost@bhfood.org.uk

www.bhfood.org.uk

TURNING TASKS

TURNING THE COMPOST ONCE A WEEK

The active bin needs to be turned by each volunteer once a week.

Regular turning is an essential part of the process to prevent the compost from turning smelly and slimy while encouraging it to break down more quickly. In general, the more turning, the better. This can be a mucky job at times so a good level of enthusiasm is needed all round!

REMOVE UNSUITABLE ITEMS

Fishing out items that shouldn't be in the bins e.g 'compostable' bags, avocado stones etc. This can also be organised with members.

SHARING OUT THE READY COMPOST

Firstly offer the compost to the scheme members. It can then be shared with local community gardens, growing projects, parks & allotment holders. Any spare compost can be offered to our list of compost collectors, contact BHFP for an up to date list.

SWAPPING THE PADLOCK

The bins are secured with padlocks to ensure only the right materials are going in. Members are given the padlock code once they have had their induction.

You will need to swap the padlocks when the active box gets full and consolidate two half full bins into one to free up space if needed.

ADMIN TASKS

USE THE GOOGLE SHEET

BHFP offer training on how to use google sheets - they are used to keep an up to date list of scheme members.

Please remove any members that have told you they are no longer using the bins and induct another member from the list.

Maintaining this spreadsheet, keeping it confidential and up to date is important for GDPR.

Please do not keep a separate list on your computer of member's details, it is against GDPR laws.

REPORTING ANY REPAIRS

You can **request a repair or report issue** at your composting site by filling out our online form found on the BHFP website.

GIVE INDUCTIONS TO NEW MEMBERS

When inducting new members, you will need to explain to them what can and can't go in the bins, plus asking them to add a **50/50 mix of carbon material to fruit/veg scraps.**

Issue them with a caddy, plus the secret code to the padlock (explaining not to share the code). BHFP provide caddies and induction sheets. Let us know if you need more, or some refresher training yourself.

SEND OCCASIONAL EMAILS TO MEMBERS

You may need to contact members about maintainting the health of the compost, to add more cardboard/ not add certain items etc.

Always use the Bcc option so members can't see each others email addresses.

RESPOND TO BHFP SURVERYS

The results are really important in helping secure ongoing funding for the project & for us to know how best to support you. There will be occasional Food Partnership surveys we will ask you to complete!

IF YOU PLAN TO LEAVE YOUR ROLE

If you can no longer volunteer please let the Food Partnership know (preferably with a month's notice) so we can recruit a replacement.



As a volunteer you will be supported by the Compost Coordinator at BHFP and the other Volunteer Compost Monitors for your scheme.

If you have any questions or would like more information please get in touch with the BHFP Compost Coordinator

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