

CIRENCESTER FOODBANK WAREHOUSE MANAGER



Responsible to: Head of Foodbank

Hours: Monday – Friday, 10 hours per week. Applicants should be prepared to be flexible with when hours are worked during the course of the week.

Duration: Contract run to Dec 31st 2022

Rate of pay: £10.50p/h

Other Benefits: Holiday – 5 weeks per year (pro-rata, Jan-Dec) plus bank holidays

Based: You will normally be required to work at either the Foodbank warehouse or the Foodbank office. Homeworking may be considered on an ad hoc basis.

Role outline: Support staff and volunteers to ensure that all areas of the Foodbank warehouse are run efficiently. Coordinate effective stock control, meet legislative standards - i.e. Health & Safety/Environmental Health regulations and support the general operations of the Foodbank.

MAIN RESPONSIBILITIES OF THE POST

- Ensure warehouse volunteers are aware of the necessary duties to perform during their volunteering shifts (by meeting with them in person, keeping warehouse task board up to date and, where necessary, communicating information to volunteers through the Foodbank's Assemble volunteer system).
- Coordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items.
- Ensure volunteers are trained to undertake responsibilities within the warehouse and to meet legal requirements relevant to the warehouse. This could include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health and safety and fire procedures.
- Monitor stock levels and liaise with the Operations Manager and Head of Foodbank about excess stock, shortages and requirements
- Ensuring sufficient emergency food parcels are packed to fulfill client referrals.
- Bring to the attention of the Operations Manager any concerns regarding the day-to-day operation of the Foodbank warehouse and deep store
- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual
- Work with the Foodbank administrator to ensure stock in and out details are recorded accurately on the Trussell DCS
- Produce a quarterly report of statistics relating to stock movements, levels and donations for Trustee meetings as required.
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records
- Monitor health and safety regulations, ensuring compliance with statutory requirements and good practice
- Coordinate the delivery/collection of food donated by the community
- Ensure that all warehouse paperwork relating to clients and deliveries is stored and disposed of securely and in accordance with data protection rules.

- Monitor supplies of warehouse essentials to ensure smooth running of the warehouse (i.e. cardboard boxes, packing tape, allocation forms, etc) and relaying of information to the Operations Manager for ordering purposes
- Manage deliveries of fresh fruit, vegetables and eggs with suppliers
- Ensure rubbish is disposed of / recycled in the correct manner.

PERSON SPECIFICATION

Experience

- Working as part of a team
- Experience of working in, or volunteering in, a foodbank warehouse (Desirable but not essential)

Key skills

- Ability to work independently and unsupervised, and as part of a team with the Head of Foodbank and Operations Manager
- Ability to carry out manual work
- Numerate and comfortable interpreting statistical data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
- Ability to prioritise and manage competing tasks
- General IT skills (Email, Word, Excel)
- Confident and clear communication skills, both written and oral
- Attention to detail, methodical and careful

Personal attributes

- Reliability, consistency and discretion
- Honesty and integrity
- Personal familiarity with the foodbank model is an advantage
- Willingness to work flexibly

TRAINING PROVIDED

Induction training

IT training as required

Health & Safety, Environmental Health & Manual Handling

APPLICATION PROCESS

Applicants should send a CV (maximum two sides of A4 in length) and a one page application outlining how you qualify for this role and why you are applying to info@cirencester.foodbank.org.uk. The closing date for receipt of applications is **26th January 2022**.