



Foodbank Warehouse Co-ordinator / Driver

Role Description

June 2017

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| Role Title | Foodbank Warehouse Co-ordinator / Driver (temporary/seasonal role) |
| Team | Wandsworth Foodbank |
| Line Manager (Role/Name) | Foodbank Manager |

Key Objective

To co-ordinate and manage the operation of the Wandsworth Foodbank warehouse; collecting donations, overseeing the storage of food and facilitating deliveries to our various Foodbank Centres.

Accountable for

The collection, storage and delivery of food stocks at Wandsworth Foodbank

TASKS & RESPONSIBILITIES

Food Stores

- To coordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, monitoring / forecasting stock levels, working with volunteers to complete food orders for the five Foodbank Centres as required, maintaining accurate records and disposal of unsuitable items
- To monitor health and safety, ensuring compliance with statutory requirements and good practice
- To ensure all food storage areas are secure, clean, tidy and vermin-proof
- To monitor stock levels at all locations and liaise with Foodbank Manager about specific shortages and requirements
- Coordinate the delivery / collection of food donated by the community, from schools / churches/supermarket permanent collection points etc

Working with volunteers

- To liaise with Foodbank Centre supervisors and organise the re-supply of food as required, working with our corporate partners Addison Lee and Zipcar.
- To work alongside the Foodbank Volunteer Coordinator to coordinate the volunteer driver team to assist with food collections, and the Warehousing volunteer team on a Tuesday / Thursday morning
- Ensure that volunteers are meeting requirements of food hygiene, manual handling and health and safety

Driving

- To drive Zipcars and other vehicles as required, safely transporting food in and out of the Foodbank Warehouse, and between our extra storage facilities

Data

- To ensure that all warehouse paperwork is completed properly and stored securely and passed regularly to the Foodbank Administrator
- To be familiar with the foodbank stock spreadsheet and online data system, monitoring the key data indicators and completing regular reports on stock levels as agreed with the Foodbank Manager

Seasonal role

- This is a seasonal role from September 18th 2017 to January 15th 2018 to help the Foodbank manage the extra stock donated at harvest festival and at Christmas.

SKILLS, QUALIFICATIONS, COMPETENCE LEVEL

Experience / knowledge / particular competences / skills required:

- Ability to plan and organise the day-to-day running of a warehouse
- Ability to lead and work as part of a team
- Ability to carry out manual work
- Excellent communication skills - ability to communicate well with donors / supermarket staff / volunteers/ schools and churches, demonstrating a value for all people
- The skill to work under pressure and to deadlines
- Good numeracy skills
- Experienced driver with clean license
- Ability to work independently and unsupervised
- Passionate about tackling poverty
- Proven ability to use a variety of I.C.T. equipment and spreadsheets is desirable but not essential
- Personal commitment to the Christian values and ethos of Junction Community Trust and St Mark's Battersea Rise
- Experience of working/volunteering in a Foodbank is desirable but not essential

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| Working hours | 21 hours per week - across Mondays, Tuesdays and Thursdays during the day |
| Holiday entitlement | ? 6 days |
| Period of employment | September 18 th 2017 to 25 th January (17 weeks, excluding excluding 25-29 December) |
| Salary | £19,012 (pro rata). Hourly rate of £9.75 / hour worked (London Living Wage) |

Essential checks before commencement of role:

- A Disclosure and Barring Service check