



## Foodbank Warehouse Coordinator Job Description and Person Specification

### JOB DESCRIPTION

**Responsible to:** Foodbank Project Manager

**Responsible for:** Managing the operation of North Cotswold Foodbank warehouse

**Salary:** 5,928

**Part-time:** 12 hours a week; 8.30 am - 12.30 pm, Monday, Tuesday and Thursday, with some variability and occasional weekend duties. Extra hours (paid at the standard hourly rate) may be required in the lead up to Christmas.

**Temporary:** To be reviewed after 1 year.

**Overall responsibility of the job:** lead a team of volunteers to ensure that all areas of the foodbank warehouse for North Cotswold foodbank are run efficiently, coordinating effective stock control and arranging timely transportation of collections and deliveries, and meeting legislative standards - i.e. Health & Safety/Environmental Health. Work in association with Foodbank Outlet Leads to ensure they receive a streamlined service of support with food and other provisions.

#### Specific responsibilities:

##### *Reporting to Foodbank Project Manager*

- Provide the Project Manager with regular reports on stock levels and items needed.
- Bring to the attention of the Project Manager any concerns regarding the day-to-day operation of the North Cotswold Foodbank warehouse.

##### *Trussell Trust compliance*

- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual.
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records.

##### *Foodbank Outlets & Volunteers*

- Liaise with foodbank outlet leads and organise the re-supply of food and other provisions to outlets, as required.
- Coordinate the volunteer team at the foodbank warehouse, including responsibility for arranging and coordinating volunteer shifts.
- Ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements. This could include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health and safety and fire procedures

### *Food store*

- Take responsibility for the building, its contents, and security of the warehouse.
- 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
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice

### *Food supplies*

- Monitor stock levels and liaise with the Project Manager about specific shortages and requirements
- Coordinate the delivery/collection of food donated by the community, including dispersal of surplus stock to appropriate organizations and arranging collection/delivery of such stock.

### *Data*

- Ensure that all warehouse paperwork is stored securely and passed on regularly to the admin Volunteer for entering onto the data collection system
- Be familiar with the on-line data system, monitoring the key data indicators (particularly regarding stock levels).

### *Meetings*

- Attend quarterly meetings of the Steering Committee, either in person or via Zoom.

### *Other*

- Such other duties and responsibilities as shall be requested from time to time by the Foodbank Project Manager.

## **PERSON SPECIFICATION**

### **Experience**

- Planning and organising the day-to-day running of a warehouse
- Observing relevant regulations, including manual handling and health and safety
- Leading and working as part of a team

### **Key Skills:**

- Good oral communication
- Driver with clean licence
- Ability to work independently and unsupervised
- 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

### **Personal attributes:**

- Passionate about tackling poverty
- Honesty and integrity

### **Training Provided**

Induction training

IT training as required

Health & Safety, Environmental Health & Manual Handling

Children and adults with care and support needs action as appropriate

Food Hygiene as required