



Warehouse Manager Job Description

Responsible to: Norwood and Brixton Foodbank Project Manager

Responsible for: Managing the operation of the South London Foodbank's warehouse

Salary: £25,950 pro-rata

Part-time: 24 hours per week (hours flexible across the week with some Saturday working will be required)

Temporary / permanent: 1 year fixed-term (with possibility to extend)

Expected start date: By September 1st 2019

Overall responsibility of the job: lead a team of volunteers to ensure that all areas of the South London Foodbank Warehouse are run efficiently - ensuring 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 Managers to ensure they receive a streamlined service of support with food and other provisions.

Specific responsibilities:

Reporting to South London Foodbank Project Managers

- Provide the South London Project Managers with regular reports on stock levels and items needed
- Bring to the attention of the Norwood and Brixton Project Manager any concerns regarding the day-to-day operation of the South London 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 centres & Volunteers

- Liaise with foodbank managers and organise the re-supply of food and other provisions to centres, as required
- Coordinate the volunteer team at the warehouse and oversee groups of corporate volunteers, school groups and other youth groups visiting to help.
- 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
- Maintain cleanliness of space and ensure compliance with environmental health regulation.

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 and large deliveries.

Data

- Manage a food stock database to ensure accurate and up-to-date information is held about stock levels

Person Specification - South London Warehouse Manager

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Qualification in warehouse management or similar • Health and safety qualifications • Manual handling qualification
Job Knowledge	<ul style="list-style-type: none"> • Experience of operating a warehousing space or management of stock in another setting 	<ul style="list-style-type: none"> • Experience of working in, or volunteering within a Foodbank
Experience	<ul style="list-style-type: none"> • Project management • Volunteer management 	<ul style="list-style-type: none"> • Proven experience of working or volunteering within a not for profit organisation • Experience of Trussell Trust database or other databases to manage stock.
Skills	<ul style="list-style-type: none"> • Proven people management skills • Excellent organisational skills • Excellent interpersonal skills • Excellent verbal and written communication skills • High level of computer literacy including competence and experience using Microsoft Excel • Strong analytical skills • Ability to carry out manual work 	

	Essential	Desirable
Other Attributes	<ul style="list-style-type: none"> • Fully committed to the values of the Trussell Trust • Team player • Flexible and self-motivated • Committed to partnership • Able to undertake lone working 	

We are a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.