



Driver and Dispatch Team Support

Responsible to: Norwood and Brixton Foodbank Project Manager

Hours: 35 hours per week (with some flexibility and will include some evenings and weekends)

Remuneration: tbc including holiday pay, sick pay, pension contribution

To apply, please complete an application form and return to Amanda at office@norwoodbrixton.foodbank.org.uk by Monday 24th October

Why we want you

As a Driver for Norwood and Brixton Foodbank, part of the Lambeth Foodbanks Partnership you will play a crucial role in ensuring deliveries are made across Lambeth and parts of Croydon. You will support the warehouse Manager Dispatch at busy times ensuring parcels are allocated to drivers and supporting the volunteer drivers as required.

You will work with Warehouse Manager stock to ensure all donations are collected and documented as to where they come from and support this team at busy times as required.

In addition, you will have responsibility for maintenance and upkeep of both the electric vans. Ensuring they are regularly cleaned inside and out, and vans sent for servicing and repair as required. Ensuring all drivers keep records of use and electric charge is kept up.

You will be involved in any additional requirements in securing leases for vans or additional vehicles

In this role you can make a real difference to both the people you serve and the volunteers you lead, ensuring a positive experience for all.

Job Description

- Contributing to the smooth running of the partnership of the Lambeth Food banks Partnership.
- Overseeing the distribution of food parcels to clients via direct delivery and delivery to Lambeth Food bank hubs.
- Work with IT team around the Foodbank app.

- Ensuring policies and procedures are being followed.
- Monitoring delivery service and collection of donations and adapt systems as required
- Ensuring the Foodbank van is kept clean and in good condition and charged
- Arranging for servicing and maintenance of vans
- Delivering food parcels on a daily basis and being part of driving team

The skills you need/Person Specification

- Strong team player
- Excellent communication skills
- Self-motivated and able to carry out responsibilities with minimum supervision
- Strong communicator
- Confident in IT, including excel and Google forms and docs.
- Confident to take part in regular light and heavy lifting
- Excellent of spoken and written English.
- Full, clean driving licence and confident driving small vans.
- Ability to think on your feet and problem solve

Experience and qualifications needed

Essential

- Experience of manual handling

Desirable

- Experience of working with volunteers
- Experience using a range of database systems
- Experience working in a warehouse or similar setting

What's in it for you

- Using your existing skills to make a difference.
- Meeting new people who share your passion to eradicate poverty in the community
- Making a real difference to the running of your food bank
- Helping to drive efficiencies in the running of the food bank
- Protecting the future of the food bank
- Developing the reach of the food bank

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 expect that new team members will too.

Ends