



Job description

Foodbank Warehouse Manager for Stock

Responsible to: Norwood and Brixton Foodbank Project Manager

Responsible for: Managing the operation of the Lambeth Foodbanks Partnership stock section of warehouse

Part-time: 35 hours per week (some Saturday and evening working will be required)

Remuneration: £32,760 including holiday pay, sick pay, pension contribution

Temporary: 2 year fixed-term (with possibility to extend)

Expected start date: October/November 2022

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

Overall responsibility of the job:

Lead a team of volunteers to ensure that all areas of the Lambeth Foodbanks Partnership warehouse for stock is run efficiently. Furthermore, ensuring effective stock control and arranging timely transportation of collections from drop boxes across the borough and meeting legislative standards i.e. Health and Safety/Environmental Health.

Work in association with foodbank managers to maintain good stock levels and manage an annual stock audit.

Manage the larger supermarket collections such as Tesco.

Support the team responsible for ordering Fruit and Veg and distribution of fresh items during busy times.

In addition, ensure that the relevant volunteers are aware of current item needs so this can be communicated and shared via our social media, newsletter and website.

Be responsible for writing risk assessments for the warehouse.

Work with the Warehouse Dispatch Manager to ensure packing shelves are fully stocked and ready each day.

Work with the Warehouse Dispatch Manager to ensure the project as whole runs smoothly and efficiently.

Specific responsibilities:

Reporting to the Lambeth Foodbanks Partnership Project Managers

- Provide the Lambeth Foodbanks Partnership 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 warehouse, in relation to the stock part of the space.

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

- Coordinate the volunteer teams at the warehouse to include daytime, evening and weekend teams.
- Oversee groups of corporate volunteers, school groups and other youth groups visiting to help. Work with the Warehouse Dispatch Manager to deliver this part of service.
- 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.
- Use Assemble to maintain rotas for all volunteers.

Food store

- Take responsibility for the stock storage end of 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.
- Work with Warehouse Dispatch Manager to help with general basic repairs, upkeep of the warehouse and ensure it is a safe space to work in.
- Be responsible for regular cleaning of the stock area including floors, shelves and containers used to transport food.
- Ensure regular maintenance of the walk-in chiller and meeting required regulations for its use and storage within it.
- Maintain cleanliness of space and ensure compliance with environmental health regulations.
- Ensure a highly efficient stock rotation and management system, to ensure stock is easy to identify, access, and ensure is in-date.

Food supplies

- Monitor stock levels and liaise with the Project Manager about specific shortages and requirements.
- Coordinate the collection of food donated by the community and large deliveries.

Data

- Ensure all stock data is forwarded to the relevant volunteers for entry onto our DCS (data collection system).

Person Specification - Foodbank 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	<ul style="list-style-type: none">• Clean driving licence and experience of driving vans

	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.

Ends.