

## Leicester South Food Bank Warehouse Assistant Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>-Forklift counterbalance</li> <li>-Hold a full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>-GCSE or equivalent in English and Mathematics</li> <li>-Fork lift Reach truck</li> <li>-logistics, supply chain management or business administration</li> <li>-Level 2 food safety</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>-Experience of planning and organising the day to day running of a warehouse</li> <li>-The ability to observe relevant regulations, including manual handling and health and safety</li> <li>-Be able to lead and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>-Previously worked or volunteered in a Foodbank or similar charitable organisation.</li> <li>-Experience working with volunteers</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>-Stock control and rotation</li> <li>-Food safety</li> <li>-Relevant Health and Safety legislation for a warehouse</li> <li>- Maintenance of vehicles, machinery and equipment service schedule intervals</li> <li>-Good Understanding of Foodbank sector-Be able to show a clear understanding of the charity sector</li> </ul>	<ul style="list-style-type: none"> <li>-Operation of Trussell Trust network of Foodbanks</li> <li>-Knowledge of fundraising activities</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>-Be able to organise a warehouse facility and enable smooth running of food coming in and out of the food bank</li> <li>-Be able to develop constructive working relationships with a wide range of people and organisations</li> </ul>	<ul style="list-style-type: none"> <li>-Creating and maintaining relationships with suppliers and donors</li> <li>-Able to use Microsoft Office or similar package (Word, Excel,) Email and Internet</li> </ul>

	<ul style="list-style-type: none"> <li>- Be able to work independently and unsupervised</li> <li>-Be able to carry out manual work</li> <li>-Hold a full driving licence</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>-Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds</li> <li>-Be willing to commit to the vision and values of Leicester South Food Bank</li> <li>-Willing to learn and be committed to personal development</li> <li>-Willing to be flexible to meet the business needs of the Foodbank</li> <li>-Able to work with a minimum of supervision</li> <li>-Honest with integrity</li> </ul>	

### **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