

## Ealing Foodbank (EFB) Warehouse Manager Job Description

**Role:** Warehouse Manager

**Responsible to:** EFB Manager

**Based at:** Warehouse (currently Hanwell) and office (currently West Ealing)

**Salary:** £35,000 per year (FTE)

**Hours:** 30 hours a week, spread over 5 days (+ occasional weekend days)

**Closing date:** Monday 2 December 5pm

**To apply:** Fill in application form and email to [hilary@ealing.foodbank.org.uk](mailto:hilary@ealing.foodbank.org.uk), no CVs.

**Questions:** Any question, contact Hilary: [hilary@ealing.foodbank.org.uk](mailto:hilary@ealing.foodbank.org.uk) or 078 0256 0469

**Responsible for:** Obtaining, managing, safekeeping and distributing the Food and Supplies necessary to ensure the smooth running of the Warehouse and Client Centres

### Responsibilities:

#### Stock Management

- Setting and maintaining appropriate stock levels to service the Warehouse and Client Centres
- Ensuring the hygienic and safekeeping of stock
- Arrange the disposal of unsuitable items, finding alternative outlets/charities where possible
- Act on relevant food alerts from the Food Standards Agency
- Ensure adherence to relevant legislation i.e. Health & Safety, Food Hygiene, Safeguarding

#### Procurement

- Source and procure Food and Supplies when donations insufficient

#### Warehouse Premises

- To plan the layout of the warehouse and adjust to suit operational requirements
- To ensure the warehouse is clean and hygienic
- Ensure appropriate stock rotation

#### Transport

- Managing the transport of donations from supermarkets to the warehouse and the distribution of stock to the Client Centres

#### Client Centres

- Liaise with and visit Client Centres to ensure stock levels appropriate to level of activity in the centres

#### Volunteers (Warehouse, Drivers & Food Drives)

- To maintain necessary volunteer numbers to ensure efficient running of the warehouse and the delivery and collection of donations/stock
- To induct and train all volunteers and mentor on an ongoing basis
- To liaise with the volunteer manager
- To ensure volunteers are aware of relevant legal requirements including: basic food hygiene, first aid, evacuation procedures, manual handling and lifting

**Staff Management**

- To manage the Assistant Warehouse Manager including conducting regular reviews and annual appraisal

**Food Collections / Food drives**

- To organise specific collections such as Harvest and Supermarket food drives (Tesco, Waitrose, Asda, Sainsbury's, Morrisons etc.)

**Data / Reporting**

- To maintain accurate stock records
- To organise annual stock count and reconciliation
- To update the Trussell Trust DCS system for stock records and donor records

**Supervision & Review**

Participate in regular appraisals and annual review with EFB Manager