



Foodbank Warehouse Manager - Job Description

Responsible to: The Foodbank Project Manager

Responsible for: Managing the operation of Doncaster Foodbank warehouse

Location: Kirk Sandall, Doncaster

Salary: £27,000 per annum (pro rata for part time hours)

Part-time: 24 hours per week (to be discussed at interview)

Temporary / permanent: Fixed Term 2 years; thereafter, subject to securing additional funding

Overall responsibility of the job: Leading a team of volunteers, ensuring effective stock control and arranging timely transportation of collections and deliveries. Ensuring legislative standards in Health & Safety/Environmental Health are met. Work in association with Foodbank Centre Manager/Supervisor to ensure they receive an efficient service of support with food and other provisions.

Specific responsibilities:

Reporting to the Foodbank Project Manager

- Provide the Foodbank Project Manager with regular reports on stock levels, orders and costs
- Complete any other reports and documentation as and when required
- Bring to the attention of the Foodbank Project Manager any concerns regarding the day-to-day operation of the Doncaster 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 using the approved forms

Foodbank centres & Volunteers

- Liaise with Foodbank Centre Manager/Supervisor and organise the re-supply of food and other provisions to foodbank centres as required
- Coordinate the volunteer team at the foodbank warehouse
- 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 storage

- Take responsibility for the contents and security of the warehouse
- Coordinate the day-to-day running of the warehouse including sorting, weighing, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable and out of date items
- Ensure the warehouse is clean and safe, ensuring compliance with statutory Health and Safety and Environmental Health requirements and good practice

Food supplies

- Monitor stock levels and liaise with the Foodbank Project Manager about specific shortages and requirements such that there is sufficient stock to meet client needs
- Coordinate the collection of food donated by the community
- Build and maintain positive relationships with stock suppliers and permanent collection points

Data

- Ensure that all warehouse paperwork is stored securely and passed on weekly to the Administration Team where required, adhering to Data Protection/GDPR legal requirements
- Be familiar with the Trussell Trust online data collection system (DCS), monitoring the key data indicators (particularly regarding stock levels) and inputting data as required

Requirements:

- Ability to plan and organise the day-to-day running of a warehouse
- Ability to lead and work as part of a team
- Ability to carry out manual work
- Adaptable to the requirements of the role during busy periods (Christmas, Harvest, Easter, national collections)

Key Skills:

- Good oral communication
- Driver with full, clean licence
- Ability to work independently and unsupervised
- Confident user of IT including email, word processing, database and internet
- Numerate, literate and comfortable interpreting statistical data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

Personal attributes:

- Passionate about tackling poverty
- Honesty, reliability and integrity

Training

- Induction training
- Health & Safety, Environmental Health and Manual Handling
- Safeguarding children & adults as appropriate
- Food Hygiene as required
- DCS Training as required
- GDPR training
- Other relevant training as required

Other tasks may be added to this job description in the future which are commensurate with this role.

Doncaster foodbank is a charity founded on Christian principles. Not every volunteer is a Christian, but we all subscribe to the same values and trust that all new volunteers will too.