

# WAREHOUSE OPERATIVE



## Job Description

Lewisham Foodbank is part of Transform Network  
[www.transformnetwork.london](http://www.transformnetwork.london)

<b>Hours:</b>	Part time - 15 hours per week
<b>Contract:</b>	One Year (3 months' probation period)
<b>Salary:</b>	£10,125 per annum (£27,000 FTE)
<b>Line Management:</b>	N/A
<b>Reporting to:</b>	Warehouse Manager
<b>Annual Leave:</b>	25 days plus Bank Holidays (pro rata)

### Introduction

Lewisham Foodbank warehouse provides food parcels to 5 foodbank centres as well as directly to emergency clients in need throughout the borough of Lewisham. As Lewisham Foodbank Warehouse Operative, you will play an important role in helping to facilitate the day to day running of the Foodbank warehouse in Downham. You will be joining our staff team, as well as a large community of dedicated hardworking volunteers who pride themselves on their commitment to the Foodbank. As the Warehouse Operative, you will be working both alone and as part of a team with efficiency and commitment to complete your work.

Lewisham Foodbank is run by Transform Network ([www.transformnetwork.london](http://www.transformnetwork.london)), a partnership of local churches. We have the Trussell Trust franchise for the London Borough of Lewisham and are one of a network of 1500 Trussell Trust foodbanks across the UK. The foodbank, which has been operating since November 2012, is founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and would expect the new team member will too. Our strong staff and volunteer teams work with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

### Purpose of the Post

- To assist the Warehouse Manager in the picking and packing of products. This can involve a substantial amount of manual handling including bending, stretching, stooping, reaching and lifting. You must be fit and mobile to ensure you can work safely without placing undue strain on your body.
- To assist in the inbound and outbound processing of donations, purchases and food parcels including accurate weighing and record keeping.
- To work with the Warehouse Manager to plan warehouse capacity.
- To assist the Warehouse Manager in other duties relating to the collection and distribution of food. These tasks best suit an upbeat, self-motivated and well organised individual who enjoys working systematically and at a fast pace.

### Main Duties & Responsibilities

- Assisting in the unloading and loading of vehicles
- Accurate processing of stock - incoming and outgoing
- Collecting items from within the warehouse, preparing and completing orders for delivery or pick up – according to a schedule

- Effective stock and capacity checks
- Good warehouse housekeeping
- Able to work to efficient process methods
- Able to drive the Food bank van (occasional)
- Liaising with Foodbank staff, drivers and volunteers in the warehouse
- To assist the team with special donation drives and community events
- To cover any ad hoc duties/tasks as directed by the Warehouse and Logistics Manager

### **Essential Qualities and Skills**

- Numeracy and literacy
- Physically fit and energetic – ability to meet the physical demands of the job
- Honest and reliable
- Good team player
- Willing to work with people from a variety of backgrounds and ages
- Flexible and willing to take on a variety of tasks
- Good verbal communication skills
- Self-motivated
- Positive attitude
- Hold a full UK clean driving licence (to drive Foodbank van – min age 25)
- Be in agreement with the Ethos and Values of Lewisham Foodbank

### **How to apply**

Please send in your CV and a covering letter to [logistics@transformnetwork.london](mailto:logistics@transformnetwork.london)