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**Warehouse Coordinator Job Description**

**Responsible to:** Foodbank Project Manager

**Responsible for: M**anaging the operation of Southend foodbank warehouse

**Salary:** £18,135/year pro rata to £7,737.60 based on real living wage of £9.30 an hour

**Full-time / part-time**: Part time 16 Hours/37.5 hour week

**Temporary / permanent:** Permanent

**Overall responsibility of the job:**lead a team of volunteers to ensure that all areas of the foodbank warehouse for Southend foodbank are run efficiently, ensuring effective stock control and arranging timely transportation of collections and deliveries and meeting legislative standards i.e. Health & Safety/Environmental Health. Work in association with Distribution Centre Coordinators to ensure they receive a streamlined service of support with food and other provisions.

**Specific responsibilities:**

*Reporting to Foodbank Project Manager*

* Provide the Project Manager with regular reports on stock levels and items needed
* Bring to the attention of the Project Manager any concerns regarding the day-to-day operation of the Southend 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 stocktake and reconciliation to verify the accuracy of data records

*Warehouse & Volunteers*

* Liaise with distribution centre coordinators and organise their supply of food and other provisions to 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 store(s)*

* Take responsibility for 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

*Food supplies*

* Monitor stock levels and liaise with the Project Manager about specific shortages and requirements
* Coordinate the delivery/ collection of food donated by the community
* Coordinate the warehouse team for the one-day supermarket collections and the Tesco three-day Christmas collection

*Data*

* Ensure that all warehouse paperwork is stored securely
* Be familiar with the on-line data system, monitoring the key data indicators (particularly regarding stock levels)
* Record stock out and in on the data system

**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

# Key Skills:

* Good oral communication
* Driver with clean licence desirable
* Ability to work independently and unsupervised
* Numerate and comfortable interpreting statistical data
* Honesty and integrity
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

**Personal attributes:**

* Passionate about tackling poverty

**Training**

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

*Southend Foodbank is 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.*