



Foodbank Warehouse Coordinator

Job Description

Salford Foodbank provides emergency food parcels to local people who are referred to us in crisis. Food is donated, sorted and packed at our warehouse, then delivered to our 8 centres across Salford, where teams of our volunteers greet people as they pick up their food parcels. People can also access support and advice at our centres to help them maximise their income and ensure they are less likely to need to use the foodbank again.

You'll be joining a friendly team of 5 part-time staff and approx. 80 volunteers, all dedicated to supporting people facing hardship. We are part of The Trussell Trust, a nationwide network of foodbanks.

Rate of pay: £12 per hour

Full-time / part-time: Part time – 22 hours per week (ideally 9am – 1pm Monday – Friday with a longer shift until 3pm on a Wednesday – flexibility available)

Temporary / permanent: Permanent

Overall responsibility of the job: Manage the day-to-day running of the Foodbank warehouse, coordinating effective stock control. Supervise teams of volunteers to ensure food is sorted and packed efficiently.

Specific responsibilities:

- Coordinate the day-to-day running of the warehouse including sorting donations, packing food parcels, stock rotation and monitoring stock requirements.
- Lead the volunteer teams within the warehouse – teams of approx 6 regular volunteers each day for a 2 hour shift. Also welcome and lead teams of ad-hoc corporate volunteers.
- Greet and thank members of the community (individuals, schools, church groups etc) as they drop off food donations.
- Assist with filling the Foodbank van ready for deliveries, following a checklist to ensure each centre is receiving the correct items.

- Manage the day-to-day rotas and volunteer availability via Assemble, our online system.
- Provide cover for the Foodbank van driver when required. Be available for ad-hoc food collections eg from local supermarkets.
- Provide the Foodbank Manager with regular reports on stock levels and items needed.
- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust guidance. Promote and maintain a safe working environment.
- Coordinate regular stock takes and enter data into the Foodbank data collection system ensuring accurate and up to date information is held.
- Manage recycling and waste disposal in the warehouse
- Attend team meetings and regular training sessions
- The staff team is a small team so you may be asked to get involved in other tasks to assist your colleagues and provide cover when others are away.

PERSON SPECIFICATION

Key Skills, knowledge, and desirable experience

- Planning and organising the day-to-day running of a warehouse
- Experience of working with and managing a team of volunteers
- Observing relevant regulations, including manual handling and health and safety
- Ability to work independently and unsupervised
- Competent IT user
- Confident in recording data
- Understand the importance of effective and timely stock control
- Are physically fit and able to lift crates of food
- Driver with clean licence, access to a vehicle, and willing to drive the Salford Foodbank van (age 21 and over, license held for over 1 year)

Personal attributes:

- Passionate about tackling poverty in our local community
- Supportive of the goals, Christian ethos, values and vision of Salford Foodbank
- Confident, self-motivated and able to carry out responsibilities with minimum supervision
- Excellent communicator and positive thinker
- Enthusiastic, encouraging, and welcoming, able to motivate volunteers