



## Job Description

### FareShare West Midlands Warehouse Manager

**Reporting to:** Development Manager

**Location:** Nechells

**Hours:** Full time (35 hours)

**Salary:** £21,000

#### About FareShare

At FareShare, we fight food poverty by tackling food waste. We source fresh, quality and in date food that is surplus to requirements from retailers and manufacturers and redistribute it to charities and community groups that provide meals to vulnerable people - individuals who are homeless, unemployed, socially isolated or recovering from addictions.

FareShare operates 21 Regional Centres around the UK and in conjunction with our store level solution, FareShare Go, we now support over 6,700 local charities and community groups. Over the past year FareShare managed over 13,500 tonnes of food nationwide, feeding over 484,000 people every week. By making sure good food is not wasted, we turn an environmental problem into a social solution.

#### West Midlands Regional Centre

The Regional Centre based in Nechells has been developed to work with community groups and charities across the West Midlands. It receives daily deliveries from various food companies and with the help of volunteers redistributes food to organisations serving vulnerable and disadvantaged people.

#### Main purpose of this role

To supervise the successful day to day operations and ensure the ongoing success of the FareShare Regional Centre. This will involve working closely with and manage volunteers to ensure that all operational activities are completed to the agreed timetable.

With the Development Manager, develop new operational/logistic activity and lead on implementation. Responsible for all compliance issues including food hygiene, health and safety and security of the depot and the safety and wellbeing of all depot staff and volunteers. In the course of the week, depot is open between 7:00-17:00, usually working a seven-hour shift pattern, 35 hours per week. This may include working in evenings and weekends.



## Job responsibilities

### Operations:

- Co-ordinate the work schedule and daily activities of the depot, within the guidelines of FareShare national policies and procedures and the needs of the local community
- Be responsible for the volunteer operations including training, retention and supervision
- Work with the Development Manager to provide placement opportunities for progress to employment
- Ensure that all shifts are planned, controlled and filled, and be prepared to work at short notice providing cover for shifts on occasion, including driving the van or navigating.
- Manage and use the in-house stock management database, with responsibility for the training of depot staff and volunteers on the database
- Maintain good relations and communications with food suppliers and community member recipient projects
- Co-ordinate the advisory visits for CFM organisations ensuring that each receive a 12-monthly visit to maintain food safety
- To ensure that the vans are roadworthy and legal (taxed and insured)
- With the Development Manager develop new operational/logistic activity and lead on operational implementation
- To carry out any other duties which may be reasonably requested

### Health & Safety, Food Hygiene & Equal Opportunities:

- Be responsible for the Health & Safety and security of the project, including warehouse, vehicles, staff and volunteers
- To carry out and update risk assessments as defined by the FareShare operating manual and ensure risk assessments for all new activity are in place
- To ensure compliance with all FareShare policies and procedures and industry standards as required by food donors and regulators
- To maintain all relevant policies and procedures for the project and to ensure that all staff, volunteers, donors, recipients and visitors adhere to them as appropriate
- To comply with monitoring and evaluation systems as required for the project's activities and report regularly to the West Midlands Development Manager.
- To ensure the service is delivered in accordance with FareShare Equal Opportunities Policy.

### Human Resources:

- Supervise the warehouse staff on a day to day basis, ensuring that all staff are aware of their responsibilities
- Be responsible for warehouse staff personal development reviews
- Work with the Development Manager to recruit and train volunteers and other work placement trainees within the project
- Organise volunteer rota to cover for the needs of the project
- Supervise volunteers on a day to day basis encouraging a positive working morale and team work at all times
- Work closely with the Development Manager to deliver training programmes



## Person Specification

### Essential

- Experience of working in one or more of the following areas: food distribution, warehousing operation
- Experience of supervising/managing staff
- Problem solver and competent decision maker
- Team player able to motivate and develop people through positive approaches and experience of working with people who require support
- IT literacy, in particular of using Microsoft applications (Outlook, Word)
- Excellent interpersonal skills and the ability to deal with diverse audiences
- A positive attitude and a motivation to collaborate with others

### Desirable

#### Experience in:

- Taking responsibility for health and safety issues within a food distribution and/or warehousing operation
- Management of volunteers and, ideally, experience of working as a volunteer
- Driver - particularly vans/medium sized vehicles
- Fork lift driver - or willingness to train
- Working in highly regulated environment and demonstrable risk assessment capabilities
- Delivering training
- A full clean driving licence

#### Willing to train

- Level 3 in Food safety in Catering
- Fork lift truck license
- Level 2 Award in HACCP planning
- Level 2 Award in Health and Safety
- Food hygiene and health & safety
- Volunteer supervision

#### **APPLICATION PROCESS**

Please send your CV and cover letter to [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk) be considered for the position.