



FareShare

Job Description - Warehouse Shift Coordinator

Reporting to: London Operations Manager
Location: Deptford, London
Hours: Part-time 22 hours per week
Salary: £15,787.20 per annum
Term: Permanent, immediate start available

About FareShare

FareShare is a national charity fighting food poverty by tackling food waste. We source food that is surplus to requirements - from food retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). FareShare now operates 21 Regional Centres around the UK and supports over 6,000 local groups - our Community Food Members.

Main purpose of this role

To co-ordinate the day to day operations, supervise a large team of volunteers and ensure the ongoing success of the FareShare London food warehouse in Deptford. This will involve working closely with warehouse colleagues and volunteers to ensure that all operational activities are completed to the agreed timetable and to the food safety standards set out in the FareShare operating manual.

Operating Hours and Shift Pattern

Operating hours of the warehouse are 08:00 - 18:00, Monday - Friday and 09:00 - 13:00, Saturdays.

This role will include 22 core paid hours per week, covering the following shifts:

- 11:30 - 18:00 Wednesday, Thursday & Friday
- 09:00 - 13:00 Saturdays

Flexibility to provide cover for planned and ad-hoc absences as well as Public and Bank Holidays is highly desirable in this role and also offers the opportunity for additional hours to supplement the core hours.

FareShare is an equal opportunities employer



Key Responsibilities

Operations

- Work as a team with the Operations Manager, Warehouse Coordinator colleagues and volunteers to ensure all shifts are adequately planned, supervised and meet operational needs
- Support the Operations Manager in managing the FareShare London office, responding to emails and taking phone calls
- Responsible for organising food distribution using the FareShare food management systems
- Maintain excellent relations and communications with volunteers, staff, food suppliers and charities
- In the absence of the Operations Manager, be responsible for petty cash
- Ensuring all key activities and milestones per shift are met
- Work with the Operations Manager to develop new operational processes as required and take an active role in their implementation
- To carry out any other duties which may be necessary in the light of the main purpose of the job

Health & Safety

- Be responsible for the Health & Safety and security of FareShare London, including building, vehicles, staff and volunteers, including the delivery of appropriate health & safety briefings
- Carry out & update risk assessments as defined by the FareShare operating manual and complete risk assessments for all new activity as required
- Ensure compliance with all FareShare policies and procedures and industry standards as required by food donors and regulators
- To ensure that the vans used by FareShare London are roadworthy and legal (taxed and insured) and to ensure there is payment of appropriate congestion charges
- Support the development of relevant policies and procedures for FareShare and to ensure that all staff, volunteers, food suppliers, charities and visitors adhere to them as appropriate
- To comply with monitoring and evaluation systems as required for the Regional Centre's activities and report regularly to the Operations Manager as required

People & Equal Opportunities

- Supervise and coordinate volunteers on a day to day basis, providing on shift training and guidance for all volunteers
- Support the Operations Manager in the development of all volunteers and other work placement trainees
- Be responsible for the training of warehouse staff and volunteers on all relevant food management systems and processes
- Ensure that supervision, training and service delivery are all in accordance with FareShare's Equal Opportunities Policy.

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Person Specification

Skills, knowledge and abilities

Qualifications

Essential

- Intermediate certificate in food hygiene (or commitment to gain this qualification)
- Full Drivers Licence

Desirable

- Level 2 Food Safety Qualification

Experience

Essential

- Experience of supervising/managing staff and/or volunteers
- Experience of working in a team with evidence of demonstrating a flexible approach to team working
- Experienced driver, with full, clean driving licence - particularly vans/medium sized vehicles
- Computer literate with experience of working with MS Office and other bespoke software packages

Skills, Abilities and attributes

- Computer literate with experience of working with MS Office and other bespoke software packages
- Good communication skills, capable of communicating with all levels of staff and volunteers.