



## FareShare

### Job Description – Warehouse Shift Coordinator

Reporting to:	Warehouse Manager
Responsible for:	Supervising volunteers on shift
Location:	West Midlands
Hours:	Full-time (35 hours)
Remuneration:	£15,925
Term:	Permanent

#### About FareShare

At FareShare, we fight 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 operates 21 Regional Centres (depots) around the UK and supports over 2,289 local charities and community groups - our Community Food Members (CFMs). Over the past year 9,070 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 211,565 people weekly.

#### Main purpose of this role

To coordinate the day to day operations and ensure the ongoing success of the FareShare West Midlands Regional Centre. This will involve working closely with centre colleagues and volunteers to ensure that all operational activities are completed to the agreed timetable and to FareShare policies and procedures.

#### Circumstances

This role is based in the West Midlands regional centre. The working hours are between 7am - 5pm Monday to Friday. The job holder must hold or be willing to gain; Level 2 in Food safety in Catering, a fork lift truck licence and a first aid qualification.

## Key Responsibilities

### Operations

- Work with the Warehouse Manager, colleagues and volunteers, ensuring that all shifts are planned, controlled and filled
- Support the Warehouse Manager in managing the Speke Regional Centre, responding to emails and taking phone calls
- Responsible for inputting food receipts and organising food distribution using the FareShare food database
- Maintain excellent relations and communications with volunteers, food suppliers and CFMs
- In the absence of the Warehouse Manager be responsible for petty cash
- Ensuring target van departure and delivery times are met
- Ensure all daily shift responsibilities and procedures are completed
- To ensure that the vans used by FareShare Speke are roadworthy and legal
- With the Warehouse Manager support new operational/logistic activity and support implementation
- To carry out any other duties which may be necessary in the light of the main purpose of the job

### Health & Safety and Food Hygiene

- Support the Warehouse Manager for the Health & Safety and security of the Regional Centre, including warehouse, vehicles, staff and volunteers, in line with FareShare policies and procedures
- Ensure that the vans are roadworthy and legal (taxed and insured).
- Carry out and update risk assessments as defined by the FareShare operating manual and ensure risk assessments for all new activity are in place.
- Ensure compliance with all FareShare policies and procedures and industry standards as required by food donors and regulators.
- Ensure that all staff, volunteers, donors, recipients and visitors adhere to FareShare policies as appropriate.
- To comply with monitoring and evaluation systems as required for the Regional Centre's activities and report regularly to the Warehouse Manager

### People & Equal Opportunities

- Supervise warehouse staff and volunteers on a day to day basis, ensuring that all staff are aware of their responsibilities
- Support the Warehouse Manager in the development of all volunteers and other work placement trainees.
- Be responsible for the training of depot staff and volunteers on the stock management database.
- Ensure that supervision, training and service delivery are all in accordance with FareShare's Equal Opportunities Policy.

## Person Specification

### Experience

#### Essential

- Experience of working on own initiative, able to manage own workload to meet objectives and guidelines
- Experience of working in one or more of the following areas: food distribution, warehousing operation
- Experience of working in a team with evidence of demonstrating a flexible approach to team working
- Experienced driver - particularly vans/medium sized vehicles

#### Desirable

- Experience of taking responsibility for health and safety issues within a food distribution and/or warehousing operation.
- Experience in the supervision of volunteers and, ideally, experience of working as a volunteer
- Experience of working in highly regulated environment and demonstrable risk assessment capabilities
- Experience of working with people who require support
- Experience of delivering training

### Skills, knowledge and abilities

#### Essential

- IT literacy, in particular of using Microsoft applications (Outlook, Word, Excel)
- Excellent interpersonal skills and the ability to deal with diverse audiences
- Team player able to motivate and develop people through positive approaches
- Full driving licence

#### Desirable

*Please note, if you do not already have the qualifications listed below you must be willing to train in these areas.*

- Level 2 qualification in Food Hygiene, Health & Safety as it applies to food distribution and catering
- Fork-lift truck qualification

### Values and behaviours

#### Essential

- A commitment to Equal Opportunities
- An understanding of, and passion for, the mission and values of FareShare
- Able to demonstrate respect for work colleagues and FareShare beneficiaries
- A positive and “can-do” attitude with the motivation to collaborate with others