



FareShare

Job Description - Warehouse Shift Coordinator

Reporting to:	Southern Central Depot Manager
Location:	Totton, Southampton
Hours:	Part-time 20 hours per week
Salary:	£10, 493 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 Southern Central food warehouse in Southampton. 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.

The role

Overall purpose

- The core purpose of this role is to secure the right volumes and categories of surplus food needed by both our current and future charity customers in an efficient, cost effective and sustainable manner for FareShare. This requires us to develop strong partnership relationships with all major food retailers, their supply chains, logistics companies and manufacturers, growers and importers.
- This role provides external leadership to these relationships and internal line management to the Food Team tasked with achieving these goals. In order to be successful in this role, you will need to build on, develop and implement a clear and well-understood strategy for securing and distributing this food and make sure it is well understood and supported by all parts of the organisation.

Operating Hours and Shift Pattern

Operating hours of the warehouse are 08:00 - 16:00, Monday - Friday and 08:00 - 12:00, Saturdays.

This role will include 20 core hours per week, covering the following shifts:

- 8am - 12pm or 12pm to 4pm Monday to Friday, alternate weeks
- 08:00 - 12:00 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.

Key Responsibilities

Operations

Work as a team with the Depot Manager, Warehouse Coordinator colleagues and volunteers to ensure all shifts are adequately planned, supervised and meet operational needs

Support the Depot Manager in managing the FareShare Southern Central 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

Take responsibility for petty cash as required

Ensuring all key activities and milestones per shift are met

Work with the Depot 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 Southern Central buildings, 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 Southern Central are roadworthy and legal (taxed and insured) and to ensure there is payment of appropriate 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 Depot 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 Depot 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.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Commitment to gain, if not already held, intermediate certificate in food hygiene • Full Drivers Licence 	<ul style="list-style-type: none"> • Level 2 Food Safety Qualification
Experience & Knowledge	<ul style="list-style-type: none"> • At least one years' experience of one or more of the following: <ul style="list-style-type: none"> ○ supervising/managing staff and/or volunteers ○ warehousing operation ○ food distribution • Experience of working in a team with evidence of demonstrating a flexible approach to team working • Experience of working on own initiative, able to manage own workload and prioritise tasks to meet objectives • Experienced driver, with full, clean driving licence • Computer literate with experience of working with MS Office and other bespoke software packages 	<ul style="list-style-type: none"> • Experience of taking responsibility for health and safety issues within a food distribution and/or warehousing operation • Experience of working in a highly regulated environment and demonstrable risk assessment capabilities • Experience of delivering training to staff or volunteers • Experience of working with people who may have additional support needs • Experience of driving vans / medium sized vehicles
Skills, Abilities and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences • Team player able to motivate and develop people through positive approaches 	

Application Process

If you think that this is a role that you would like to apply for please send your up to date CV and Cover Letter to recruitment@fareshare.org.uk.

Interviews will be held on 19th of February at FareShare Southern Central. Please ensure you are available on these dates when applying.