



## FareShare

### Job Description - South Central Depot Manager

<b>Reporting to:</b>	Business Development Manager
<b>Location:</b>	Totton, Southampton
<b>Hours:</b>	Full-time 40 hours per week
<b>Salary:</b>	£24,500 per annum
<b>Term:</b>	Permanent

#### About FareShare

FareShare is the UK's leading surplus food redistribution charity that fights food poverty by tackling food waste. FareShare sources in date edible food that is surplus to requirements from retailers and manufacturers and engages many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people including families and individuals who are homeless, unemployed, socially isolated or recovering from addiction. FareShare operates 21 Regional Centres across the UK and supports over 6'272 local charities and community groups. In the last twelve months the FareShare network has redistributed 13'552 tonnes of food nation-wide, helping to create 28.6 million meals and feed 167,500 people each week.

#### Main purpose of this role

To manage the successful day to day operations and ensure the ongoing success of the FareShare Southern Central, including:

- Day to day responsibility for operations staff and volunteers
- With Southern Central Business Development Manager develop new operational/logistic activity and lead on implementation
- Day to day responsibility for all compliance issues including food hygiene, health and safety and security of the warehouse and the safety and wellbeing of all warehouse staff and volunteers

## The role

### Key Responsibilities

#### Operations

- Co-ordinate the work schedule and daily activities of the warehouse, 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
- 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 warehouse 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 visits to maintain food safety
- To ensure that the vans are roadworthy and legal (taxed and insured).
- With the 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 Southern Central Business 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
- Organise volunteer rota in order 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 Manager to deliver training programmes.

## Person Specification

Essential	Desirable	Jobholder must hold a qualification or be willing to train
Experience of working in one or more of the following areas: food distribution, warehousing operation	Experience of taking responsibility for health and safety issues within a food distribution and/or warehousing operation.	Qualification in Food Hygiene, Health & Safety as it applies to food distribution Qualification in HACCP Planning Qualification in H & S
Experience of supervising/managing staff	Experience in the management of volunteers and, ideally, experience of working as a volunteer	Volunteer supervision
Problem solver and competent decision maker	Experienced driver - particularly vans/medium sized vehicles	
Team player able to motivate and develop people through positive approaches and experience of working with people who require support	Fork lift driver - or willingness to train	Fork lift truck qualification
IT literacy, in particular of using Microsoft applications (Outlook, Word)	Experience of working in highly regulated environment and demonstrable risk assessment capabilities	
Excellent interpersonal skills and the ability to deal with diverse audiences	Experience of working in highly regulated environment and demonstrable risk assessment capabilities	
A positive attitude and a motivation to collaborate with others	Experience of delivering training	
A full clean driving licence		

## 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

## Review Arrangements

The details contained in the job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, FareShare will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## 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](mailto:recruitment@fareshare.org.uk).

Closing date for applications is 25<sup>th</sup> February 2018.

Interviews will be held on 5<sup>th</sup> March at FareShare Southern Central. Please ensure you are available on these dates when applying.