

# Warehouse Coordinator

FareShare East Anglia



Reporting to:	FareShare East Anglia Warehouse Manager
Location:	FareShare Ipswich
Duration:	Permanent
Operating Hours:	7am to 7pm, with reduced hours at weekends
Shift Pattern:	35 hours per week, 5/7 days (within the Operating Hours) Flexibility to provide cover for planned & ad-hoc absences and Bank Holidays is required. There is also scope to discuss the shift pattern at interview
Salary:	£14,250 to £16,250

## About FareShare

FareShare now operates 21 Regional Centres around the UK. We support 9,653 local charities and groups – our Community Food Members and Associates. Over the past year 16,992 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 772,000 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply. More information can be found on our website [www.fareshare.org.uk](http://www.fareshare.org.uk).

## Purpose of the role

This role is about so much more than just coordinating the day-to-day operations of a busy FareShare warehouse: it's about sharing the FareShare mission that "no good food should go to waste". Your work will make sure that quality surplus food is helping feed people in need.

As a Warehouse Coordinator you will be the face of FareShare, involved in the supervision of a large team of volunteers to ensure our charity members receive their food orders each week. Each shift you will be responsible for ensuring health and safety of the team supporting FareShare, whether they are regular volunteers, supporters from our corporate partners, visitors to the warehouse, or your colleagues. You will also be ensuring your team follows the food safety standards set out in the FareShare operating manual to ensure the safe receipt of food by all our charity members.

## Main responsibilities

In the FareShare Regional Centre warehouse you'll:

- Get to know your team and respond to questions about FareShare's mission, the food partners who support us, charities who receive food and the planned activities for the day
- Work as a team with the Warehouse Manager, warehouse colleagues and volunteers to ensure all shifts are well planned, supervised and meet daily operational needs
- Be responsible for the health & safety and security of FareShare East Anglia buildings, vehicles, staff and volunteers, including the delivery of appropriate health & safety briefings

FareShare aims to be an equal opportunity employer



- 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 partners and regulators and that all staff, volunteers, food suppliers, charities and visitors adhere to them
- Ensure that the vans used by FareShare East Anglia are roadworthy and legal

In the FareShare Regional Centre office you'll:

- Support the Warehouse Manager in managing the office, responding to emails and taking phone calls
- Support the Warehouse Manager in organising food distribution using the FareShare food management systems and training volunteers as required
- Take responsibility for petty cash
- Maintain excellent relations and communications with volunteers, staff, food suppliers and charities

If required to drive a FareShare van, you'll:

- Drive safely, responsibly and within the law
- Be courteous to all road users

FareShare is an equal opportunities employer and so at all times you'll:

- Be courteous and demonstrate FareShare's equality and diversity policy
- Take responsibility for the safety of volunteers who join you
- Support the Volunteer Manager in ensuring all volunteers have a valuable and rewarding experience whilst supporting FareShare

Like the supply of surplus food to FareShare no two shifts are the same. Every day new food arrives and your team will include new people who want to get involved in the FareShare mission. You will be part of a small staff team responsible for ensuring the safe and effective distribution of food each day.

## Ideal candidate

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Commitment to gain Level 2 Food Safety Qualification</li> <li>• Commitment to gain Forklift Truck licence</li> <li>• Commitment to gain Emergency First Aid at Work</li> <li>• Have held a full UK / EU / EEA driving licence for one year minimum with no more than 3 penalty points</li> <li>• Eligibility to work in UK</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Safety Qualification</li> <li>• Forklift truck licence</li> <li>• Have held a full UK / EU / EEA driving licence for three years minimum with no more than 3 penalty points</li> <li>• Emergency First Aid at Work</li> </ul>

Experience & Knowledge	<ul style="list-style-type: none"> <li>• At least two years' experience of one or more of the following: <ul style="list-style-type: none"> <li>○ supervising/managing staff and/or volunteers</li> <li>○ warehousing operation</li> <li>○ food distribution</li> </ul> </li> <li>• Experience of working in a team with evidence of demonstrating a flexible approach to team working</li> <li>• Experience of working on own initiative, able to manage own workload and prioritise tasks to meet objectives</li> <li>• Experienced driver, with full, clean driving licence</li> <li>• Computer literate with experience of working with MS Office and other bespoke software packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of taking responsibility for health and safety issues within a food distribution and/or warehousing operation</li> <li>• Experience of working in a highly regulated environment and demonstrable risk assessment capabilities</li> <li>• Experience of delivering training to staff or volunteers</li> <li>• Experience of working with people who may have additional support needs</li> <li>• Experience of driving vans / medium sized vehicles</li> </ul>
Skills, Abilities and Attributes	<ul style="list-style-type: none"> <li>• Personable with a good sense of humour and excellent communication skills</li> <li>• Able to take initiative and use common sense</li> <li>• Can stay calm under pressure</li> <li>• Team player willing to adopt a flexible approach to daily tasks and activities</li> <li>• Commitment to FareShare's Equality &amp; Diversity ethos</li> <li>• Safe and courteous driver</li> </ul>	

## Application Process

If this sounds like you we can't wait to hear from you.

Please send in your CV and equal opportunities form send along with a personal statement explaining why you are a suitable candidate for the role and return to:

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

## Package description

Help us to feed people first

As the face of FareShare our people are our greatest asset. Our staff team is supported by hundreds of volunteers who freely give up their time to support our mission to ensure no good food goes to waste. We call our volunteers our Food Heroes, but our staff are no less important as they provide the backbone of our services. By joining the staff team you will get the opportunity to meet and talk to different people

FareShare aims to be an equal opportunity employer



every day, in the warehouse, on the vans, at your collections and deliveries. Your work will be helping making a difference to people's lives across the region. The variety of people you will meet and the impact FareShare food has is why we believe working for FareShare is one of the most rewarding places to join.

We are looking for organised, enthusiastic and friendly team leaders who want to be part of our mission and know the importance of food safety and providing a safe and rewarding environment to our volunteers.

FareShare is a great place to work with a range of benefits, rewards and development opportunities. You'll have access to:

- Competitive rates of pay
- Food available in staff kitchen
- Pension
- Childcare vouchers
- Travelcard loans
- Various shift patterns available
- Training and development to support your role
- Employee Assistance Programme
- Cycle to Work scheme
- Opportunity to get involved in a wide variety of activities throughout the year

#### The issues we tackle:

- 8.4 million people in the UK, the equivalent of entire population of London, are struggling to afford to eat. (Food and Agriculture Organization of the United Nations)
- At the same time the amount of food being wasted in the UK supply chain is 1.9 million tonnes, of which 270,000 tonnes of surplus food could be redistributed to feed people each year. (WRAP)

We are looking to significantly expand our reach, providing our nationally sourced food to many more charities, covering the whole region. We are also looking to collect and redistribute more of the food we are offered each day from suppliers based within the Region.

Find us on Facebook: search 'FareShare' or follow us on twitter: @FareShareUK