



Warehouse Coordinator Vacancy

Reporting to:	SRC Warehouse Manager
Location:	Leeds Sub Regional Centre
Salary:	Band 1 - £17,550 (£9.00 p/h)
Term:	Fixed Term of 12 Months with possible extension
Hours of work:	37.5 hours per week – may include some Saturdays
Other Benefits:	25 days annual leave, pension (3% contribution)

The role

This is a great opportunity to join a unique, award-winning organisation. At FareShare Yorkshire, we fight food insecurity by tackling food waste issues. We source good food that is surplus to requirements – from food retailers and manufacturers – and engage volunteers to help redistribute this to local charities and community groups that provide meals to tens of thousands of vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions).

We are part of a network of 21 Regional Centres across the UK and in Yorkshire support 236 local charities and groups – our Community Food Members (CFMs). Over the past year we redistributed 834 tonnes of good food, feeding 22,000 people each week and saving CFMs more than £1.5 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 should be used to feed people first. Now in our 21st year of operation, we are embarking on an exciting and ambitious 3 year growth plan to increase the amount of food we source and redistribute. As part of this plan our Leeds operation has relocated to new larger premises and we are looking for a Warehouse Coordinator to work within the team at this new facility and support the growth required.

The work

The role includes some or all of the following:

- Handling the receipt, sorting and storage of food deliveries.
- Moving stock around by hand, using lifting gear or a forklift truck.
- Picking and packing orders and loading goods for dispatch onto vans.
- Maintaining records of stock and associated paperwork
- General Cleaning duties of work areas.
- Driving delivery vehicles around Yorkshire as required.

- Support the SRC Warehouse Manager and deputise in their absence

Training and development

It is expected that during this role further training will be undertaken to further develop leadership skills and qualities.

Skills & Experience

You will need to have:

- A good level of fitness
- Good teamwork skills
- Ability to work quickly and accurately
- Ability to complete paperwork, count stock and input onto our database
- Basic computer skills
- An understanding of health and safety regulations
- Honesty and reliability
- A full clean UK driving licence
- Willingness to drive a 3.5 tonne van
- Accredited forklift truck permits (counterbalance and/or reach)

Full training will be provided to the post-holder including: FLT operators permit training, potential QCF in Warehousing & Storage, Manual Handling, Food Safety and First Aid.

Applications closing date: Friday 31st May 2019 at 12.00pm.

For further information and to request an application form please contact Jonathan Williams at jonathanwilliams@fareshareyorkshire.org

Please return completed Application forms to Jonathan Williams, FareShare Yorkshire Ltd, Unit 14 Aldham Industrial Estate, Wombwell, Barnsley, S73 8HA or email to jonathanwilliams@fareshareyorkshire.org

Interviews to be held w/c **3rd June 2019.**