

FareShare Sussex Warehouse Assistant



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| Reporting to: | FareShare Sussex Warehouse Manager |
| Location: | Moulsecoomb, Brighton |
| Duration: | 6 months (fixed term contract) |
| Hours: | Full time (37.5 hours per week) There is scope to discuss the shift pattern at interview |
| Salary: | £19,342 annum (based on 37.5 hour working week) funded by WRAP Waste and Resources Action Programme |

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Currently 9,653 charities and groups benefit from this food nationally, feeding 772,000 people every week.

FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. As well as fighting hunger and tackling food waste, we also provide development opportunities to people through our volunteer programme.

City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex. This role is funded through the Waste and Resources Action Programme to support FareShare's work in response to the Covid-19 pandemic.

Purpose of the role

This is a fantastic opportunity to support FareShare Sussex warehouse operation. This will include assisting with deliveries in and out of the warehouse as well as supervising and supporting a team of volunteers from a range of backgrounds.

Last year we provided food to 136 local projects and charities across our region, enough for over 1 million meals, helping to reach over 8,691 people across Sussex and Surrey each week. With a target to triple the amount of food we re-distribute and extend our service to 200 charities by 2021, ensuring the highest levels of customer service and satisfaction is vital to our success. This is an exciting opportunity to help support our expansion and help us increase our impact locally. Your work will make sure that quality surplus food is helping feed people in need.

We need someone who is available to work according to our shift patterns which will involve some evening shifts (until 8pm weekdays). We may also introduce a Saturday shift in the future.

Main responsibilities

- Assist with the smooth running of the day-to-day FareShare Sussex warehouse operation, with due regard to health and safety and food hygiene.
- Assist with stock control, managing deliveries in and out, volunteer supervision and effective record keeping. This may include driving the delivery van to our community partners.
- Carry out a range of administrative tasks using our online warehousing system. This may include inputting stock and creating food orders.
- Ensure compliance with relevant Food Hygiene, Health & Safety and other standards applicable to FareShare premises, vehicles, refrigeration equipment, our staff and volunteers.
- Ensure the security of the FareShare Sussex Regional Centre and all assets located within it, including food, is maintained at all times.

- Develop and uphold high quality customer care and standards of conduct when dealing with all stakeholders and the general public.

Person specification

Essential experience, skills and attitudes

- Excellent interpersonal skills, including the ability to communicate effectively with people with diverse needs
- To be in good physical health with the ability to carry out regular manual handling tasks subject to training and health and safety restrictions
- Good numerical skills and attention to detail
- Good administrative and organisational ability
- IT literacy including word processing and database use for stock management
- A commitment to Equal Opportunities and inclusivity
- Willingness to work flexibly including evenings
- To subscribe to the ethos, vision and mission of the organisation

Desirable experience, skills and abilities

- Working in logistics or a warehouse environment
- Working with people with diverse needs
- Counterbalance forklift licence
- An understanding of Food Safety and Health & Safety legislation
- Full clean driving licence

FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, this post is subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. A Disclosure and Barring Service Check (DBS) will be carried out at the beginning of this role and it is expected that the successful candidate will provide the necessary documentation on commencement of employment.