**FareShare**

**Job Description – Warehouse Coordinator**

**Reporting to:** East Anglia Development Manager

**Location:** Ipswich

**Contract:** Fixed term 6 Months

**Hours:** Full-time 35 hours per week

**Salary:** £17,635 per annum

**About FareShare**

FareShare is the UK’s national network of charitable food redistributors, made up of 18 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. In 2019/2020 24,074 tonnes of food were redistributed by FareShare Regional Centres and FareShare Go nationwide, our charity network serves 933,178 people every week.

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.

**FareShare’s Strategy & Vision**

**Vision**: We have the vision of a UK where “No good food goes to waste”.

**Mission**: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

**Our Purpose:** **We are doers. We are a community. We change lives.**

**Our Values: Passion** – for our cause and the challenge that lies ahead

**Ambition** – to go the extra mile and drive the change that must happen

**Respect** – for ourselves, each other, our volunteers, our partners and our beneficiaries

**Collaboration** – it’s only by working with others that we can be stronger

**Focus** – on providing the best service possible so that we deliver and

achieve the most for our clients/customers.

**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 areas of responsibility**

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
* 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 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.

Person Specification As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

**Competencies and behaviours**

**Essential**

* Experience leading teams of people
* Good IT skills and a willingness to learn our food and volunteer management systems
* Strong numeracy & literacy, with an ability to write clearly and able to identify different foods
* Eligibility to work in UK
* Full UK Driving license

**Desirable**

Commitment to gain Level 2 Food Safety Qualification

* Commitment to gain Forklift Truck licence
* Commitment to gain Emergency First Aid at Work
* Have held a full UK / EU / EEA driving licence for one year minimum with no more than 3 penalty points
* Eligibility to work in UK
* At least two years’ experience of one or more of the following:
	+ 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

**Essential**

* Safe and courteous driver
* Positive, friendly and enthusiastic about tackling food waste and/or food poverty
* Excellent communicator, able to motivate people and get the best out of them
* Willing to share the FareShare mission
* Friendly and approachable team leader, able to build strong working relationships
* Confident to lead groups of up to 20 people
* Able to perform physical tasks including lifting and loading
* Able to work effectively and use your initiative in a fast-paced environment
* Able to work well in a team, on your own and under pressure
* Able to follow FareShare’s policy, procedures and systems

## Qualifications

* Willing to gain Food Safety and Hygiene Level 2 certificate, provided free of charge by FareShare