**FareShare**

**Job Description – Warehouse Shift Coordinator**

**Reporting to:** Warehouse Manager

**Location:** Totton, Southampton

**Contract:** Permanent

**Hours:** Full time, 35 hours

**Salary:** £18,369 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. During 2020, we redistributed 113 million meals through our FareShare Regional Centres and our retail surplus model FareShare Go, reaching over 1 million people.

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.

The COVID19 pandemic has shone a spotlight on the issue of food insecurity in the UK and with it, FareShare’s ability to get food to vulnerable communities nationwide. We are fortunate to benefit from the support of major retailers, the media, sports ambassadors and a groundswell of public engagement. As a result, there has never been a more exciting time to join an organisation at the heart of public consciousness.

**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**

To co-ordinate the day to day operations, supervise a large team of volunteers and ensure the ongoing success of the FareShare Southern Central food warehouse in Southampton. This will involve working closely with warehouse colleagues and volunteers to ensure that all operational activities are completed to the agreed timetable and to the food safety standards set out in the FareShare operating manual.

**Main areas of responsibility**

* Work as a team with the Warehouse Manager, Warehouse Coordinator colleagues

and volunteers to ensure all shifts are adequately planned, supervised and meet

operational needs

* Support the Warehouse Manager in managing the FareShare Southern Central

office, responding to emails and taking phone calls

* Responsible for organising food distribution using the FareShare food

management systems

* Maintain excellent relations and communications with volunteers, staff, food

suppliers and charities

* Take responsibility for petty cash as required
* Ensuring all key activities and milestones per shift are met
* Work with the Warehouse Manager to develop new operational processes as

required and take an active role in their implementation

* Be responsible for the Health & Safety and security of FareShare Southern Central

buildings, vehicles, staff and volunteers, including the delivery of appropriate health & safety

briefings

* Ensure compliance with all FareShare policies and procedures and industry standards as required

by food donors and regulators

* To ensure that the vans used by FareShare Southern Central are roadworthy and legal (taxed and

insured) and to ensure there is payment of appropriate charges

* Support the development of relevant policies and procedures for FareShare and to ensure that

all staff, volunteers, food suppliers, charities and visitors adhere to them as appropriate

* To comply with monitoring and evaluation systems as required for the Regional Centre’s activities

and report regularly to the Warehouse Manager as required

**Experience**

* You are someone with an interest in food insecurity
* Experience of working as part of a team
* You’ll be pro-active, organised and able to work under pressure, whilst

maintaining excellent attention to detail.

* You’ll have strong knowledge of Microsoft Offices packages, ideally at an advanced level and

have a good level of numeracy and literacy.

* You’ll be great at building relationships across the business and providing a great level of

service.

**Competencies and behaviours**

* Excellent communication both written and verbal, to various audiences
* Proven ability to provide a customer focused service
* Excellent, proven organisational skills

**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.

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|  | **Essential** | **Desirable** |
| Qualifications | * Commitment to gain, if not already   held, intermediate certificate in food  hygiene   * Full Drivers Licence | * Level 2 Food Safety   Qualification |
| Experience & Knowledge | * At least one 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 | * Experience of taking   responsibility for health and  safety issues within a food  distribution and/or warehousing  operation   * Experience of working in a highly   regulated environment and  demonstrable risk assessment  capabilities   * Experience of delivering training   to staff or volunteers   * Experience of working with   people who may have additional  support needs   * Experience of driving vans   medium sized vehicles |
| Skills, Abilities and Attributes | * Excellent interpersonal & communication skills, clear ability to adapt approach to a diverse range of audiences * Team player able to motivate and develop people through positive approaches | * Experience of managing a petty   cash system/cash handling |

**Operating Hours and Shift Pattern**

Position will be part of a rota: Monday – Friday either 7am – 3pm/8am-4pm or 9am – 5pm and, on occasional Saturdays on a rota basis.

Flexibility to provide cover for planned and ad-hoc absences as well as Public and Bank Holidays is highly desirable in this role and also offers the opportunity for additional hours to supplement the core hours.

For any further questions on this please email [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk)

**Application Process**

If you would like to apply for this role, please send a copy of your CV and a covering letter showing how you meet the essential experience outlined in the person specification to [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk)

Closing date for receipt of applications is 13th August 2021  
Interview will take place on 20th August 2021.