

WAREHOUSE MANAGER ROLE DESCRIPTION

Role title:	Warehouse Manager– WSM Foodbank
Responsible to:	Project Manager and Board of Trustees
Salary:	£10/HOUR
Part-time:	19 hours per week flexible across the week to be worked over Foodbank operating hours, some exceptional weekends or evenings may be required)
Location:	Weston-super-Mare Foodbank, North Street & new Foodbank warehouse in Weston-super-Mare
Temporary/permanent:	permanent position subject to funding This post is funded by a grant from Asda and a donation from the Carluccio's Foundation for the first 2 years

Overall responsibility of the role:

The Warehouse Manager position is a new role being created due to the ever increasing demand and support for Weston Foodbank. The warehouse manager will lead a team of dedicated volunteers to ensure that all areas of the Weston Foodbank warehouse are run efficiently and consistently throughout the week. The Covid-19 has created additional pressure on the warehouse arrangements at the foodbank and highlighted the need for an additional storage space and team. We are now planning a small network of Foodbank outposts which will be serviced by the Warehouse team.

The warehouse manager will be responsible for effective stock control and storage and arranging transportation of collections and deliveries from the main warehouse to the various outposts and meeting legislative standards, including. Health & Safety/ Environmental Health.

The warehouse manager will be supporting the Project Manager in all aspects of Foodbank operations, including leave or absence cover.

Key elements of the role:

- Organising efficient storage and distribution of food throughout the year between the main warehouse, the Foodbank North Street and any other outpost
- Coordinating the warehouse volunteer teams and oversee groups of corporate volunteers, school groups and other groups visiting to help
- Keeping track of stock levels and bringing any concerns to the attention of the Project Manager
- Organising supermarket or ad hoc food collections
- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Operating Manual
- Ensuring the warehouse is kept safe, clean and tidy at all times
- Ensuring health and safety standards are maintained
- Coordinate the annual stock take and reconciliation
- Maintain training up to date across the warehouse teams
- Working alongside the front of house and admin teams to uphold the Foodbank standards and values

Weston-super-Mare Foodbank is a Charity Registered in England and Wales No 1177071, part of the Trussell Trust Network of foodbanks

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Role Specifications

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Qualification in warehouse management or similar • Health & Safety qualification • Manual handling qualification • Food & hygiene qualification
Experience	<ul style="list-style-type: none"> • Experience of operating a warehousing space or management of stock • Volunteer management 	<ul style="list-style-type: none"> • Experience of working in or volunteering in a foodbank • Experience of Trussell Trust databases • Good understanding of Trussell Trust and Foodbanks values and procedures
Skills	<ul style="list-style-type: none"> • Proven people management skills • Excellent organisational skills • Good verbal and written communication skills • computer literacy including familiarity with Microsoft Excel and database work • Ability to carry out manual work 	<ul style="list-style-type: none"> • Clean driving licence
Other attributes	<ul style="list-style-type: none"> • Fully committed to the values of the Trussell Trust • Empathy • Team player • Able to work with people of all ages, backgrounds including people requiring additional support • Flexible and self-motivated • Able to undertake lone working • Willingness to represent the Foodbank to the outside • Able to cope with pressure and unpredictable aspects of role 	<ul style="list-style-type: none"> • Good knowledge of local organisations

Weston Foodbank and the Trussell Trust are organisations founded on Christian principles. Not every member of the team is a Christian but we all subscribe to the same values and hope that new team members will too. The role is subject to completion to the provision of 2 satisfactory references. If you were involved in working with children or vulnerable adults, you might need a DBS check