



Foodbank Warehouse and Stockroom Coordinator

The Trustees of Ribble Valley Gateway Trust are seeking to appoint a well organised and reliable Warehouse and Stockroom Coordinator to support the management and coordination of the Ribble Valley Foodbank projects. We would like to appoint a Warehouse and Stockroom Coordinator who:

- is passionate about alleviating poverty.
- is compassionate, tactful, reflective, and conscientious.
- is motivated and able to show initiative.
- is a confident user of email and social media applications.
- has excellent communication and interpersonal skills.

JOB DESCRIPTION

Responsible to: Foodbank Project Manager

Responsible for: **Coordinating** the operation of Ribble Valley Foodbank Warehouse & Stockrooms

Salary: £5824

Part-time: 8 hours per week by agreement to reflect the needs of the Foodbank Projects

Temporary 1-year fixed contract with a view to extension dependent on funding.

Overall responsibility of the job: to work with the Project and Assistant project Manager to ensure:

- the coordination of effective stock control.
- meet legislative standards - Health & Safety/Environmental Health.

Specific responsibilities:

Reporting to Foodbank Project Manager

- Provide the Project Manager with regular reports on stock levels and items needed.
- Bring to the attention of the Project Manager any concerns regarding the day-to-day operation of the Ribble Valley Foodbank warehouse and stockrooms.

Trussell Trust compliance

- Ensure that all warehousing processes and procedures are followed as per the Trussell Trust Foodbank Operating Manual.
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records.

Foodbank centres & volunteers

- Liaise with Foodbank and organise the re-supply of food and other provisions to centres, as required.
- Liaise with the volunteer team at the foodbank warehouse and stockrooms.

Food stores

- Liaise with the volunteer teams re the running of the warehouse, including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items.
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice.

Food supplies

- Liaise with the volunteer teams regarding the monitoring of stock levels and liaise with the Project Manager about specific shortages and requirements.
- To be part of the team purchasing stock as needed.

Data

- Ensure that all warehouse paperwork is stored securely and passed on regularly to those entering the data collection system.
- Be familiar with the on-line data system, monitoring the key data indicators (particularly regarding stock levels).

PERSON SPECIFICATION

Experience

- Organising the day-to-day running of a warehouse or similar.
- Observing relevant regulations, including manual handling and health and safety.
- Leading and work as part of a team.

Key Skills:

- Good oral communication.
- Driver with clean licence.
- Ability to carry out manual work.
- Numerate and comfortable interpreting statistical data.
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds.

Training Provided:

Safeguarding.

Induction training.

Health & Safety, Environmental Health & Manual Handling.

Food Hygiene as required.

This is one of 3 part time posts currently advertised and candidates are welcome to apply for more than one post.

Closing date: 12 Noon Monday 11 September 2023. Interview Date TBC and taken place by the end of September 2023.

Website: www.ribblevalley.foodbank.org.uk

An application form and an opportunity to visit one of the sites and ask questions about the role are available by request from: manager@ribblevalley.foodbank.org.uk.

Completed application forms to be returned via email to: manager@ribblevalley.foodbank.org.uk