



# Job Description - Warehouse Coordinator

**Responsible to:** Project Lead

**Rate of pay:** £12.00 per hour

**Full-time / part-time:** Part time – **11** hours per week. *Mondays 10am til 4pm and Wednesdays 9am til 1.00pm, and other times as required by the role.*

**Fixed term / permanent:** Initially fixed term for 1 year (with a view to this being extended)

**Overall responsibility of the job:** This role involves providing leadership to the volunteers at the warehouse, overseeing the running of the warehouse and coordinating activities.

## Key tasks and accountabilities:

- Contributing to the smooth running of the food bank warehouse through by actively liaising with:
  - Food bank centres
  - Current and potential food donors (schools, supermarkets, churches etc)
  - Other relevant local voluntary and statutory agencies.
- Overseeing the management of stock levels
- Supervising food bank volunteers
- Ensure food bank policies and procedures are being followed and operational standards are maintained
- Coordinating the stock check as part of the annual Quality Assurance Visit from the Trussell Trust.

## Key skills:

- A proactive attitude, alongside the drive and enthusiasm to motivate others and work as part of a team
- Self-motivated and able to carry out responsibilities with minimum supervision
- Strong communicator
- Excellent time management skills
- Confident to take part in regular light and heavy lifting
- Driver with clean driving licence.
- Confident IT user
- Empathy and ability to work with people from disadvantaged, marginalised or socially excluded backgrounds
- Previous warehouse experience helpful but not essential

## Training

Induction training including Safeguarding and Data Protection  
H&S, Environmental Health & Manual Handling as appropriate

## Terms and Conditions

*All appointments are subject to suitable references and the successful completion of a 3 month probation period.*

*The employee will have a line manager whose responsibility it will be to:*

- *Be familiar with the work of the employee*
- *Determine priorities for work*
- *Act as a 'sounding board' for the employee*

Newcastle-Staffs foodbank is a charity founded on Christian principles. We all subscribe to the same values, and expect that all team members will support this ethos, irrespective of belief or background. We rely on over 100 volunteers to provide the service that we do.