

## SOUTH LIVERPOOL FOODBANK

### Warehouse and Donations Operative: - Person Specification



<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification is <b>desirable</b> but not essential</li> <li>• GCSE/equivalent qualifications in English and Mathematics are <b>essential</b>; higher-level qualifications are <b>desirable</b></li> <li>• Current qualifications in First Aid at Work/Manual Handling/Fire Safety/Food hygiene/Safeguarding are <b>desirable</b> but not essential.</li> </ul>	<p>The successful candidate will be responsible for compliance at the warehouse so training will be funded if necessary</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of warehouse manual work or management or employment is <b>highly desirable</b>. However similar working experience/transferable skills (for example team management or order fulfilment) in other settings may be considered</li> </ul>	
<b>Job related knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of manual lifting is <b>essential</b>.</li> <li>• Existing understanding of some or all relevant guidelines and practices (First Aid At Work/Manual Handling/Fire Safety/Food hygiene/Safeguarding) is <b>highly desirable</b></li> <li>• Experience of training others is <b>desirable</b></li> </ul>	
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Manual lifting will be <b>required daily</b>, abiding by Health &amp; Safety guidelines.</li> <li>• Proven ability to work as part of a team, to participate, reflect and suggest changes</li> <li>• Time management and forward planning skills are <b>essential</b></li> <li>• <b>Must</b> be able to work methodically and with attention to detail</li> <li>• Ability to consider and respond calmly to schedule changes at short notice is <b>highly desirable</b></li> <li>• For office-based activities:- ability to work independently and unsupervised, and to deadlines is <b>highly desirable</b></li> <li>• <b>Good</b> oral, telephone and written communication skills. The candidate will be speaking with volunteers, colleagues, donors and other organisations on a daily basis.</li> <li>• Familiarity with e-mail, Microsoft Word, and Excel is <b>essential</b>.</li> </ul>	<p>Applicants should note that this is a physically demanding role and as such a good level of physical fitness is required.</p> <p>Training in the use of the Trussell Trust data system will be given</p>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK</li> <li>• Full (manual gear-change) driving licence essential, own transport desirable but not essential.</li> <li>• Honesty - the successful candidate will be a key holder for the warehouse, responsible for the safekeeping of the foodbank's stores.</li> <li>• Discretion and integrity – the successful candidate may be involved in delivering food parcels to clients, and may be overseeing volunteers with vulnerabilities.</li> <li>• Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds</li> </ul>	<p>The successful candidate will be required to complete a Trussell Trust confidentiality agreement.</p>