



## Foodbank Warehouse and Donations Operative

### Job Description

**Overall responsibility:** to manage the food provision logistics of South Liverpool foodbank efficiently and to a high standard, in accordance with the Trussell Trust franchise model and statutory requirements

**Responsible to:** Foodbank Co-ordinator, Trustees

**Duties:**

- To assist with the successful transition to new warehouse space, including implementation of Health and Safety procedures
- To manage the logistics of receiving, processing and distributing food and toiletry donations from a variety of sources and to multiple destinations, in accordance with Trussell Trust procedures
- To train and work together with volunteers assisting with these activities
- To maintain comprehensive records
- To collect donations and deliver orders as required, using foodbank vehicle

To best undertake this role the successful candidate will need an understanding of warehouse procedures, be capable of significant manual labour as part of a team on a daily basis, and have a methodical and organised approach to their working day. Knowledge of Trussell Trust foodbanks' processes would be an advantage but is not necessary.

The successful candidate will initially be working alongside existing foodbank colleagues for a short training period, taking responsibility for warehouse logistics as soon as is practicable, although colleague support will be readily accessible.

**Salary:** £10.50 per hour  
Standard mileage expenses will be paid for journeys involving a personal vehicle (excepting normal commuting travel)  
The foodbank belongs to the NEST workplace pension scheme  
Holiday allowance of 28 days plus Bank Holidays

**Full-time:** 37.5 hours per week. This is a full-time position with regular hours (to be negotiated, typically 8.30-4.30), but occasional weekend hours may be involved (2-3 Saturdays per year) and some flexibility is required during the working week

**Fixed term:** 6 month probation period; ongoing employment subject to satisfactory performance review at that time

**Specific responsibilities:** *(training to be given as required)*

### ***Warehouse duties***

- Safely load and unload donations from delivery vehicles according to manual handling guidelines, manually and with a manual pallet loader
- Maintain and/or Improve current systems of recording donations, weighing, sorting and labelling, inventory maintenance and stock rotation
- Oversee preparation of food deliveries for distribution to foodbank centres and pantries, and other organisations as necessary
- Collect donations from, and make deliveries to organisations (and occasionally clients) as required. Note this will not usually include the existing regular delivery schedule, but additional loads, for example of surplus stock or to centres with unexpected needs, and at harvest and Christmas times.
- Ensure implementation of Health and Safety procedures at new premises; hygiene, pest control and waste disposal, fire safety, manual handling procedures
- Maintain effective communications with colleagues, volunteers, and other organisations as necessary

### ***Volunteers***

- Train new volunteers in safe manual handling techniques within the warehouse
- Work with volunteers daily in processing donations and organising deliveries
- Identify volunteer training needs and explore relevant opportunities
- Maintenance of warehouse volunteer records

### ***Quality Assurance: Trussell Trust & external compliance***

- Ensure that all foodbank centre processes and procedures are followed as per the Trussell Trust Foodbank Operating Manual
- Input weight records into Trussell Trust data system
- Ensure compliance with all relevant HSE guidelines
- Assist with reviews of regulatory processes e.g. relevant risk assessments for Health & Safety
- Undertake an annual stock take
- Assist with annual quality assurance report preparation

*South Liverpool foodbank is a charity 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.*