



## Foodbank Warehouse Assistant & Driver

### Job Description

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

**Duties:** Primary role - foodbank transport and warehouse activities, specifically:-

- On Mondays (this day is non-negotiable):- supervision of volunteers, preparing food orders for delivery later in the week, collecting food and other donations from supermarkets, businesses, and schools as necessary, some food deliveries
- On Thursdays (or Fridays, to be agreed with appointee):- collecting food and other donations from supermarkets, businesses, schools as necessary, food deliveries and preparation of orders

**Salary:** £11.50 per hour

The foodbank belongs to the NEST workplace pension scheme  
Holiday allowance of 10 days plus Bank Holidays (assuming 14 hrs worked as 2days per week)

Standard mileage expenses will be paid for any journeys involving a personal vehicle excepting normal commuting travel or similar.

**Part-time:** 14 hours per week, split between Mondays (ideally 8am - 3pm) and Thursdays (or possibly Fridays) (ideally 8am - 3pm)

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

#### Requirements:

- Ability to work alone but also as part of a small team
- Full driving license

#### Key Skills:

- Good oral communication skills
- Ability to work methodically, independently and unsupervised
- Good time management
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
- Experience of foodbank volunteering is desirable but not essential

#### Personal attributes:

- Passionate about tackling poverty
- Honesty, discretion and integrity

Initially the successful candidate will work alongside the warehouse manager, other colleagues and volunteers to gain experience of the foodbank's varied food collection and processing tasks, as well as warehouse and inventory maintenance. They will subsequently become responsible for the successful functioning of the warehouse on Mondays, and work alongside the warehouse manager on Thursdays.

### **Training**

External training: for example First Aid at Work, Fire Marshal  
Internal training:- for example in record keeping, risk assessment and safe warehouse management, Trussell Trust procedures

*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.*