**Woking Foodbank Warehouse Manager**

**Role Overview:**

The Woking Foodbank first opened its doors over five years ago and since then we have seen a year-on-year increase in numbers of people needing our help. During the first 6 months of this year, we have provided food to approximately 2,000 adults and children, a 50% rise compared to the same period last year. This continuing increase in demand has led us to conclude that we need to make a step change in the way we operate the Foodbank if we are to better support the growing number of people experiencing food poverty across the Woking Borough.

To help us make the necessary step change, we have been successful in applying for a substantial grant from Asda. With this grant, we will be leasing and creating a new warehouse facility to sort and store increasing donations from local supermarkets, shops, churches, schools and businesses. Stock from the warehouse will then be redistributed to our Foodbank distribution centres across the Woking Borough using a dedicated Foodbank van which we are able to acquire with the grant funding.

To help implement the changes we want to make and then manage the new warehouse operations, we have created the role of Foodbank Warehouse Manager.

**Role Responsibilities:**

The overall purpose of the role is to manage the collection, storage and distribution of food for the Woking Foodbank, serving the Woking Borough. This involves the following key responsibilities:

* Coordinating the day to day running of the warehouse, including sorting, packing, stock rotation and disposal of unsuitable items, monitoring stock requirements, issuing stock and maintaining accurate records.
* Coordinating the volunteer team required to assist with the sorting of food in the warehouse and the transportation of food to and from the warehouse.
* Liaising with the Foodbank distribution centre team leaders across the Woking Borough and organising the re-supply of food and other provisions to each centre as required.
* Liaising with and coordinating food collections from donating organisations, in particular supermarkets, to ensure an adequate stock of food and other essential items.
* Organising the use of the Foodbank van to collect and distribute food. The manager will be expected to be one of the nominated drivers able to drive the van.
* Maintaining the on-line stock system and using the system to record the flow of stock in and out of the warehouse (please note, training will be given in the use of the system).
* Ensuring that all warehouse procedures are followed as per the Foodbank operating manual, including health and safety procedures.
* Overseeing the care and maintenance of the Foodbank van, working with our appointed service garage.

**The individual:**

We are looking for a person with the following attributes:

* Empathy with, and ability to model, our values which include compassion, dignity, acceptance and a love for all.
* Confidence to take initiative, coupled with the ability to plan and organise the day to day warehouse operation. Previous warehouse experience is not essential.
* Ability to lead and work as part of a team.
* Adaptable and flexible, willing to do what needs to be done in the moment given the nature of supporting people experiencing food poverty.
* Servant hearted, gets satisfaction from helping others.
* Organised, with good attention to detail.
* Able to engage in manual lifting.
* Holder of a current driving licence.
* Understanding and use of IT.
* Numerate and comfortable interpreting basic statistical data.

The Foodbank is founded on and driven by Christian values and ethos as it seeks to express the love of God in action. It is important that the post holder respects our Christian values and ethos. We welcome volunteers of all faiths and none.

**Hours:**

This is a part time role of 12 hours per week. Days/hours to be agreed, but likely to include working alongside the main volunteer teams on Monday, Wednesday and Thursday mornings. Additional hours may be required during busy periods such as supermarket donation days, harvest and Christmas donations. These will be agreed with the Foodbank Project Manager.

**Annual leave:**

To be discussed with the individual. Currently expected to be 5 weeks.

**Salary:**

To be confirmed. Expectation is to pay a monthly salary.

**Reporting line:**

The person will report to Alison Buckland, The Woking Foodbank Project Manager.