****

**Canterbury Food Bank CIO**

**Temporary Warehouse Assistant**

**Job Description**

**Title of Position: Temporary warehouse assistant** Fixed term contract for up to 3 months. Hours are 20 per week Monday to Friday between 9am and 2pm, based at the Charity’s Whitstable warehouse. Proposed starting date is mid-June 2024.

Pay rate will be £12 an hour.

**Responsible for** – Assisting in the smooth operation of the Canterbury Food Bank (CFB)Warehouse.

**Reports to and Line Manager**

The temporary warehouse supervisor will report to the CFB operations manager who will act as a line manager.

**Overall responsibilities**

To assist in managing a team of volunteers to ensure that all areas of the warehouse are run efficiently – ensuring effective stock control and meeting legislative standards e.g. health and safety.

**Scope and Nature:**

* Assisting with managing a warehouse volunteer team.
* Assist in maintaining volunteer records and rotas when required.
* To help oversee the day-to-day health and safety compliance at the warehouse and report any concerns to the operations manager. Assist in performing health and safety checks in line with CFB Policy and procedures and statutory requirements.
* Notify the operations manager of any concerns about the day-to-day operation of the warehouse and ensure that all activities comply with CFB policy and procedures.
* Assist in monitoring stock requirements / shortages and communicating these to the operations manager.
* Assist in the planning for specific seasonal activities and food drives.
* Help with incoming donations, ensuring they are collected, sorted, and stored appropriately.
* Assist senior staff to ensure that all warehouse volunteers have induction and training to ensure they can, over time, undertake the full range of warehouse duties.
* Ownership of a car would be advantageous but not essential.
* Any other duties as specified by the senior management team.

Key skills required;

* Keen to work as a team.
* Happy with planning and organising showing good attention to detail.
* Feel confident in managing volunteers, possibly with previous experience in this area.
* Good communication skills
* Willingness to keep up to date with current health and safety legislation.
* Knowledge of or willingness to learn safe moving and handling techniques.
* Good knowledge of IT packages including word, excel, google sheets and email systems.
* Ability to work independently and with minimum supervision.
* Willingness to undertake training as required.

Desirable

* Experience of warehouse management/work and stock control
* Experience of maintaining social media sites
* Full driving license and a willingness to drive the charity vehicles.

Personal attributes

* Passionate about tackling food poverty.
* Empathy with people from disadvantaged, marginalised or socially excluded backgrounds.
* Flexible in terms of times available.

**Hours and Working Conditions**

This temporary post is for 20 hours work per 5-day week. Fixed term contract for up to 3 months. The {{company.contract\_business\_known\_as}}charity does have the right to serve notice to terminate employment earlier than this date, for any reason.

Occasional weekend work may be required but this should be agreed in advance with the operations manager.

*May 2024*

*Charity Number 1153791*