



Serving Canterbury, Whitstable,
Herne Bay and villages

**Canterbury Food Bank CIO
Temporary Warehouse Assistant
Job Description**

Title of Position: Temporary warehouse assistant - Fixed term contract for three months. Hours are 15 per week, Wednesday to Friday between 9.00am and 2.00pm, based at the Charity's Whitstable warehouse.

This is an immediate vacancy, and we are looking for someone who can start in mid-August 2026. Please only apply if you are available to start within this timescale.

Pay rate will be £13.45 an hour.

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

Reports to and Line Manager: The temporary warehouse assistant will report to the Operations Manager, who will act as their line manager.

Overall responsibilities: To assist in the day-to-day operation of the Canterbury Food Bank warehouse, supporting volunteers to ensure the warehouse operates efficiently, maintains effective stock control and complies with health and safety requirements.

Scope and Nature:

- Assisting with managing the warehouse volunteer team.
- Help monitor day-to-day health and safety compliance, reporting any concerns to the operations manager.
- 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 levels and identifying shortages.
- Assist in the planning for specific seasonal activities and food drives.
- Help receive, sort and store incoming donations.
- 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.
- Any other duties as specified by the senior management team.

The role involves regular manual handling and lifting of food crates and donations. Training will be provided, and all manual handling activities must be carried out in accordance with the charity's safe moving and handling procedures and the Health and Safety Executive (HSE) guidance.

Key skills required

- Keen to work as a team.
- Good planning and organisational skills with attention to detail.
- Confident working with and supporting volunteers; previous experience would be an advantage.
- 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.
- Ability to work independently with minimum supervision.
- Willingness to undertake training as required.

Desirable

- Experience of warehouse work and stock control.

- Full driving licence 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 and reliable.

Hours and Working Conditions

This is a temporary fixed term contract for 3 months. The role is for 15 hours per week, worked between 9.00am and 2.00pm on Wednesday, Thursday and Friday based at the charity's warehouse in Whitstable.

Charity Number 1153791