



JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Foodbank Warehouse Co-ordinator

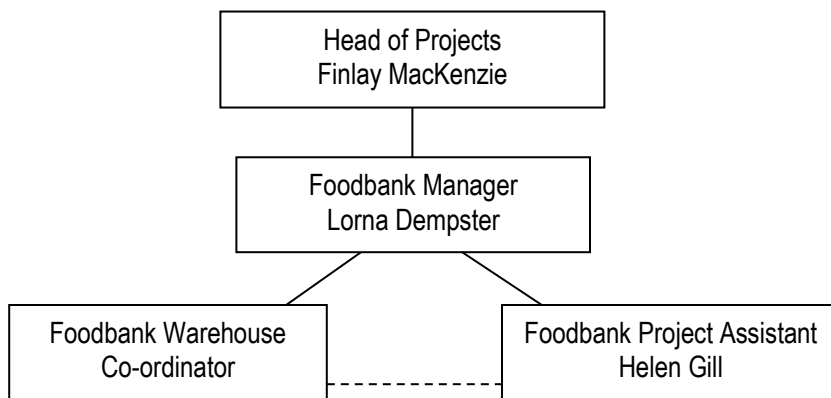
Department: Projects

Place of Work: Glebe Street, Inverness

2. JOB PURPOSE

Lead the efficient running of foodbank warehouse, ensuring effective stock control and arranging timely transportation of collections and deliveries, co-ordinating volunteers and meeting legislative standards i.e. Health & Safety/Environmental Health. Work in association with Foodbank Manager to ensure they receive a streamlined service of support with food and other provisions.

3. ORGANISATIONAL POSITION



4. ORGANISATIONAL OBJECTIVES

Based in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice. Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job Related (Reporting to the Foodbank Manager)

- Provide the Foodbank Manager with regular reports on stock levels and items needed.
- Bring to the attention of the Foodbank Manager any concerns regarding the day-to-day operation of the Foodbank warehouse
- Efficiently manage stock rotation.

Trussell Trust Compliance

- Ensure that all warehousing processes and procedures are followed as per the Trussell Trust Operating Manual.
- Co-ordinate an annual stock take (if possible) and reconciliation to verify the accuracy of data records.

Foodbank Centres and Volunteers

- Co-ordinate and/or liaise with the regular volunteer teams at the foodbank warehouse.
- Ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements. This could include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health & safety and fire procedures.

Food storage and sorting

- Take responsibility for the building, its contents, and security of the warehouse.
- Co-ordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records and disposal of unsuitable items.
- Creating emergency food boxes for delivery to Foodbank Centres for distribution

Food supplies

- Monitor stock levels and liaise with the Foodbank Manager about specific shortages and requirements.
- Co-ordinate the delivery/collection of food donated by the community.
- Work with the Foodbank Manager to organise Supermarket Collections.
- Assist when required at special food collections.

Data

- Ensure that all warehouse paperwork is stored securely and passed on regularly to the rest of the team.
- Be familiar with the on-line data collection and reporting systems, monitoring key data indicators (particularly regarding stock levels).

More Than Food

- Assist the Foodbank Manager in the development and delivery of new More Than Food programme initiatives.
- Assist Foodbank Manager with the delivery of specific established More Than Food programmes as and when developed, such as Household Boxes etc.

Staff Related

- Co-operating with colleagues, supervisors and management in order to get the work done safely and on time

Standard

- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to the Foodbank Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identifying training needs to the Foodbank Co-ordinator
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors to the warehouse.

6a. EQUIPMENT AND MACHINERY

In the course of your job you will be using

- organisation vehicles
- storage bays
- crates
- trolleys
- packaging
- goods trolley.

6b. SYSTEMS

- Computer
- Photocopier
- Telephone

7. ASSIGNMENT AND REVIEW OF WORK

- Work under supervision of Foodbank Manager while using own initiative
- Annual Performance Review
- Regular team meetings

8. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Head of Projects
- Foodbank Manager
- Foodbank Projects Assistant
- Head Office Warehouse and Administration Staff
- Volunteers

Outwith Blythwood

- The general public

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees.

PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position

9. QUALIFICATIONS	
Essential	Clean Driving Licence Manual Handling Certificate
Preferred	SVQ – Distribution, Warehousing and Storage operations
10. EXPERIENCE/COMPETENCE	
Essential	Stock Control Maintaining hygiene standards in handling and storing food products Palletising
Preferred	
11. SKILLS/KNOWLEDGE	
Essential	Ability to work independently and as part of a team Health and Safety Awareness Adequate numeric skills Motivational
Preferred	
12. OTHER REQUIREMENTS	
<p>Exceptional ability to relate to and develop constructive relationships with people from all backgrounds</p> <p>Ability to inspire, motivate and instruct others</p> <p>Ability to remain focussed under pressure</p> <p>Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation</p> <p>Capable of carrying out heavy manual lifting</p> <p>Scrupulous personal hygiene and professional appearance</p>	

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for Foodbank Warehouse Co-ordinator to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- A change of strategic management
- Changing team/operational requirements
- Agreed staff development and appraisal needs and objects.

13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Name (please print):

Job Holder's Signature:

Line Manager's Name (please print):

Line Manager's Signature:

Date:

Date: