WAREHOUSE: ASSISTANT AND VOLUNTEER C-ORDINATOR

Job Description

Job Title:	Warehouse Assistant and Volunteer Co-ordinator
Based at:	Foodbank Warehouse, Magdalen Road, Blurton
Salary:	£7.90 per hour
Contract:	12 month fixed-term contract (subject to funding)
Hours:	Part time 25 hours per week. Usual working hours will be Monday to Thursday 9:45am-4pm with very occasional weekend/evening working expected
Responsible to:	Stoke-on-Trent Foodbank Project Manager

Summary of Duties

- Supporting the Warehouse Co-ordinator in receiving donations, preparing the orders and dispatching them out to the church distribution points.
- To collect and deliver goods using the Stoke-on-Trent foodbank van
- To undertake Volunteer inductions at the Warehouse
- To supervise and support Volunteers in the Warehouse and when out delivering/collecting food
- To supervise, co-ordinate and support Volunteers at supermarket collections

Main Duties

- Supporting the Warehouse Co-ordinator in receiving donations, preparing the orders and dispatching them out to the church distribution points.
- Supervising and supporting Volunteers in the Warehouse and at other venues where required, including at supermarket collections.
- To undertake Volunteer inductions at the Warehouse, following the SOT foodbank induction procedure including using email, completing paperwork and recording appropriately on the database.
- Occasionally hosting visits from groups of Volunteers at the Warehouse , such as work teams or scout groups.
- Promoting Volunteering for SOT foodbank to increase the numbers of Volunteers.
- Working closely with the Project Co-ordinator to ensure volunteers are supported appropriately.
- Dating, cataloguing and storage of food items.
- Driving the foodbank van with Volunteers, collecting donated goods from across the City, for example from schools, offices, leisure centres etc.
- Representing the values of Stoke-on-Trent foodbank at all locations visited.

- Transportation of goods during supermarket collections and to other venues as required.
- Moving & Handling crates of tinned and packaged food items.
- Working alongside volunteers and paid staff to support effective stock rotation in the warehouse and other sites.
- Working with colleagues to ensure Stoke-on-Trent foodbank's standards are maintained in the handling and storage of food items.
- To maintain standards of health and safety, hygiene and security in the work environment and ensure that those within the warehouse are supported to maintain health and safety.

Values

We value life-giving relationships and believe that they form the context in which our core values operate

Integrity	We value integrity which guides us in all our dealings both in public as well as in private.
Generosity	We value generosity as a way of life.
Compassion	We value compassion as Faith in Action, which finds its origins in the teachings of Jesus the Christ.
Humanity	We value people as God's treasured masterpieces and so we endeavour to treat them with dignity, respect, acceptance and love.

Signed

(Post holder)……date……

Signed

(Manager) ……..date……

Person Specification

Requirements		Essential	Desirable
Skills / Experience / Knowledge	Driver with a clean driving licence which allows driving a transit van	√	
	Ability to move & handle heavy crates and boxes	√	
	A pleasant and friendly manner	√	
	A knowledge of the various agencies and partnerships which work within communities across the City		√
	Ability to work flexibly and manage hours of work effectively over each month	√	
	Experience of working with volunteers and/or community groups/charities		√
	Basic level IT skills e.g. word, excel, email	√	
	Experience of working as a driver		√
	Ability to drive a transit van	√	
Personal Qualities	Agree and support the values of the Stoke-on-Trent Foodbank	√	
	Self-motivated and able to work under own initiative as well as within a team	√	
	Sensitive to, and able to respond appropriately to, the needs of people	√	
	Willingness to work flexibly within a developing environment with a 'can do' attitude	√	
	Value and respect all the people who come into contact with, or work within the Stoke-on-Trent Foodbank	√	
	Willingness to offer additional voluntary time		√