



Job Description

Job Title: Food Services & Warehouse Co-ordinator

Contract: Permanent part-time

Salary: £21,255 pro-rata for a 25-hour week

Hours: Mon – Thu 8.30 am - 1.30 pm, Fri 9 am – 2 pm (with flexibility)

Location: Reachfields Stadium, Fort Road, Hythe. CT21 6JS

Responsible to: Food Services Manager

Specific requirements: The post holder is required to

- complete & hold a DBS check with satisfactory results
- hold a full UK category B (car) driving licence

Purpose

To lead a team of volunteers to ensure that all areas of the Warehouse and Rainbow Centre Food Services, are run efficiently, coordinating effective stock control, arranging timely transportation of collections and deliveries, and meeting legislative standards. To work in association with the Food Services, FoodStop, and Homeless Support Managers to ensure they receive regular and effective support with their food requirements. Providing support to the Food Services Manager, Financial Inclusion Advisor and ongoing projects relating to the Food Services.

Principal responsibilities:

- To record all stock accurately using the Trussell Trust data system
- Provide the Food Services Manager with monthly stock overview reports including a breakdown of type, donor, supermarkets and events
- Monitor stock levels and liaise with the Food Services Manager about specific shortages and requirements
- To alert the Food Services Manager to any concerns regarding the day-to-day operation of the Warehouse
- To manage and run the Food Warehouse on behalf of the Folkestone Rainbow Centre in accordance with the operating processes and procedures
- Coordinate the day-to-day running of the warehouse including stock checks, sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items
- Co-ordinate and assist with the delivery/collection of food donated by the community

- Utilise the online data system, monitoring the key data indicators (particularly regarding stock levels)
- Ensure that the Foodbank & Food Service distribution centres are regularly supplied with food items
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records
- Take responsibility for the building, its contents, security of the warehouse(s), and enforcing Health and Safety requirements
- Maintain good housekeeping of the warehouse and surrounding area
- Improve and develop the warehouse operations and function, in conjunction with the Food Services Manager
- Take responsibility for the upkeep of the warehouse Van(s); including reporting of any faults, cleanliness, restocking of cleaning materials & hand sanitizer, re-fueling and security
- Coordinate the volunteers at the Food Warehouse to ensure adequate cover.
- Carryout warehouse volunteer inductions, arranging for their training in accordance with the job and necessary statutory requirements
- Ensure that all policies and procedures from Trussell Trust are adhered to working with Trussell staff were appropriate
- Ensure the warehouse complies to GDPR; all delivery routes, crate labels and client information is to be shredded upon completion of delivery
- Provide procurement information of warehouse equipment to the Food Services Manager
- Work closely with the Food Services Manager to develop the Foodbank & food services and resolve any issues
- Take responsibility of the Foodbank communications and voucher process in the absence of the Food Services Manager
- Provide support to the Financial Inclusion advisor including administrative duties.
- Carry out any other duties that may reasonably be required