**Foodbank Warehouse Manager**

**Role Specification-Part time**

This job description outlines the key accountabilities of, and output required from, the post holder. It is not a definitive list and the role may well change and evolve over time.

**Reports to:** Foodbank Manager

**Direct Reports:** A team of warehouse volunteers

**Hours & Salary:** 13.5 hours a week on Tuesdays, Wednesday and Fridays between 10.00 – 2.30 with a salary of £18,525 pro rata. This is a 1 year contract covering maternity leave starting Jan 2021.

**Other Benefits:**

* Holiday – 5 weeks per year (Jan – Dec) plus bank holidays (all pro-rata)
* Pension – 5% pension contribution after satisfactory probationary period

**Context of the job:**

Bradford Central Foodbank runs in partnership with the Trussell Trust and is one of the key ministries run by The Light Church which seeks to help those people in the city of Bradford in crisis with emergency food parcels and a sign-posting service. The Light Church (TLC) is a family of Christian believers seeking to live out the challenge from Jesus to Love God and Love People within the communities in and surrounding Bradford city centre.

Through Foodbank we aim to provide an excellent service in meeting the immediate practical needs of the guests through a warm welcome, ample food supplies and as far as possible, a knowledgeable signposting service. As a church we believe that people’s deepest needs are met through a loving relationship with God. Therefore, a key focus is to show God’s love whether this is through our signposters offering prayer, invitations to church events and ministries.

**Main purpose of the job:**

The purpose of the job is to ensure the effective operation of the Foodbank Warehouse and to manage a team of varied and changing volunteer team. It is also important to understand that the Foodbank is an integral part of the mission of the church to love God deeply, love each other genuinely and love our community compassionately.

**Key accountabilities:**

* Training and supervision of warehouse volunteers.
* Ensure the warehouse team are managed and given roles which will ensure the most effective running of the warehouse.
* Ensure all Trussell Trust warehousing procedures and processes are followed as per the foodbank operating manual.
* Ensure food rotation is happening correctly.
* Working with the administrator to ensure accurate food stock records are kept up to date.
* Coordinate with the evening stock team ensuring good communication of tasks.
* Ensure that incoming stock is checked, weighed and recorded.
* Ensure any damaged or out of date food is dealt with in accordance to our procedures
* Notify the project manager when food stocks are low
* Ensure warehouse area is kept clean and tidy at all times, notifying the project manager of any concerns.
* Ensure pest control procedures are adhered too.
* Coordinate the annual stock take with the project manager.
* Report any health and safety concerns to the project manager.
* Contribute to the positive, faith filled environment of Foodbank
* Manage volunteers in a way that supports them as a whole person, practically, emotionally and spiritually.

**Measurable outputs:**

* Stock weighed in accurately and in a timely manner.
* Number of parcels packed.
* Number of volunteers trained and managed into relevant roles.
* Food is stored in date appropriate way
* The tidiness and orderliness of the warehouse.

**Person specification:**

We are looking for someone who is:

* Friendly, positive, can do attitude
* Empowering personality who can train and manage volunteers well.
* Able to maintain control of volunteers in a calm manner especially when busy
* Be able to de-escalate problems and be able to deal with volunteers when there are breaches of the code of conduct.
* Physically able to do a lot of lifting.
* Has a clear passion and drive to help hungry of the city of Bradford with practical help in a manner that shows God’s love in action.
* Must be fully supportive of the mission and ministry of The Light Church.
* Must be comfortable working closely for and with committed Christians, within a context where Christian prayer and the sharing of faith may regularly occur.

**Application process**

To apply please use the application form and submit by emailing Josie Barlow at manager@bradfordcentral.foodbank.org.uk by 20th November 2020. Interviews will take place the following week.

**Prepared by: Josie Barlow October 2020**