Reporting to: Foodbank/Warehouse Manager

Responsible for: Warehouse Volunteers

Based at: Cockermouth Highfield.

Hours: 16 per week over 4 days

Salary; £10,159 per annum £12.21 per hour.

**Main responsibilities:**

Reporting to and working with the Foodbank Manager (who has responsibility for Managing the Warehouse) the successful candidate will lead a team of volunteers to ensure that all warehouse spaces of the North Lakes Foodbank are run efficiently. Working with the volunteers you will coordinate effective stock control; communicate stock requirements to the Manager; follow all procedures and policies to ensure the warehouse space meets all current legislation with regard to Food Safety, Health and Safety and Safeguarding.

Main responsibilities:

* Leading a team of Volunteers to ensure that warehouse spaces are run efficiently

This means;

1. Ensuring that all warehousing processes and procedures are followed as per the Trussell Trust Foodbank Operating Manual. Including the new procedures for the collection of data and to ensure that the data sheets are sent to the office for regular input.
2. Working with the volunteers coordinating the day to day running of the warehouse, including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintain accurate records and disposal of unsuitable items
3. Coordinating and managing the volunteers at the warehouses. This will include assisting with their induction/training including basic food hygiene, first aid, Manual handling, health and safety and fire procedures (some of this will be on line). Communicating information and receiving information re the volunteers with the Assistant F/B Manager.
4. Reporting any Safeguarding issue to the appropriate person.

* Reporting Stock requirements to the Foodbank Manager on a weekly basis (including planning for future requirements for the kids’ packs).

This means:

1. Weekly stock requirements given to F/B Manager for general food packs (taking into account all food donated by the community). Appeals stock requirements to be given weekly to F/B Manager.
2. Reporting to F/B Manager longer term stock requirements for the holiday packs’ packs for bulk purchasing if necessary.
3. Be familiar with the on-line data system.
4. Working with the Foodbank Manager, coordinating stock takes and reconciliation to verify the accuracy of data records. Carry out monthly spot check audits to verify accuracy of records.
5. Receive stock and check it for suitability, condition, dates and that it is the correct order

* Ensure that all legislative standards are met including Health and Safety/Fire and Environmental Health.

This means:

1. Ensuring monthly /weekly checks are carried out as per procedures.
2. Take responsibility for warehouse buildings fabric, its contents and security and report any problems to the Handy person/Manager.
3. Ensure environmental health issues are monitored e.g., mice.

* Meet with Food Bank Manager;

This means:

1. Meeting weekly and report any issues with Buildings/ health and safety/accidents/safeguarding (safeguarding Officer)
2. Attend staff meetings when required
3. Providing information for reports.

**PERSON SPECIFICATION**

**Requirements - the post holder must be able to demonstrate the following**

**Essential – E**

**Desirable – D**

**Experience**

* Planning and organising (E)
* Working in a warehouse situation (D)
* Observing relevant regulations, including manual handling and health and safety (D)
* Leading and working as part of a team (D)
* Managing volunteers(D)

# Key Skills:

* Good oral communication (E)
* Driver with clean licence (D)
* Ability to work independently and unsupervised (E)
* Ability to delegate work (E)
* Ability to carry out physical work including manual handling (E)
* Numerate and comfortable interpreting statistical data (E)
* Good IT skills (E)
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds (E)

**Personal attributes:**

* Passionate about tackling poverty (E)
* Honesty and integrity (E)
* Supportive of the Christian values of the North Lakes Foodbank (E)

**Training Provided**

Induction training

IT training as required

Health & Safety, Environmental Health & Manual Handling

Safeguarding

Children and adults with care and support needs action as appropriate

Food Hygiene as required.

Updated July 2025