

Warrington Foodbank



Recruitment Pack
Warehouse & Logistics Coordinator
£28,000 PA (£14.35)
Full Time

About us

Warrington Foodbank is a charity primarily focussed on the relief of financial hardship amongst people in Warrington and the surrounding area. Particularly, but not exclusively through the provision of food, essential toiletries and household items to individuals and families in need.

We operate the largest crisis food operation within the borough, serving thousands of individuals and families each year who have no other option but to access emergency food supplies.

The charity also delivers an affordable food operation branded as our “Little Shop” pantries. Our food pantries offer access to high quality, affordable food, with the aim of preventing people from both reaching crisis point by providing more choices to quality food and household items, whilst also giving those who are experiencing crisis a viable, dignified alternative and opportunity to thrive instead of just survive.



Warrington
Foodbank
Together with Trussell

About the role

This role is key to the successful daily operation of the charity, ensuring we continue to support the thousands of people in need within our community.

The role will involve actively coordinating the warehouse staff and resources as required to ensure a high quality, efficient service is delivered at all times.

The warehouse is also supported by a team of dedicated volunteers who generously give their time to make sure our guests do not go without food and essentials during their period of crisis.

You will lead from the front in this hands on role, working as part of the warehouse team you'll be taking an active role, demonstrating best practice, whilst also managing a varied daily workload of tasks including food collections, deliveries, proactive stock management and fleet maintenance at the direction of the operations team.

What is a food bank?

We work with a large number of partner agencies who refer people to our service.

People who are facing hardship and find themselves without the basic essentials of food to get through the days ahead are provided with a parcel containing several days of food support.

The food bank relies on the generosity of local people, businesses and other organisations to supply us with donations of food and money so that we are able to operate.

More than just food

Delivering access to food is great, but there are often greater, underlying reasons why people are having to access our service.

We come in to contact with some of the most vulnerable people in our community and we have a real opportunity to help and add value.

We're really passionate about delivering meaningful support which is why we are actively delivering more wrap around services alongside our crisis offering such as debt, housing and general advice provisions, food education, health services and more.

What we're looking for

This is an exciting time to be joining an ambitious organisation which has plans to make a strong impact within the local area. We're looking for someone who shares our passion and aims for improving the lives of those within our community, capable of undertaking the following.

- Lead the warehousing team from the front, take an active role and be involved in the day to day operation to ensure the success of the charity.
- Ensure high standards and efficiency are delivered at all times, set the best example.
- Coordinate and support staff and volunteers, identify and provide additional support and training as required.
- Support and build your team of volunteers through the delivery of inductions and meetings
- Proactively manage stock, ensuring all locations have the correct levels, maintain accurate records and take responsibility for reordering as required based on planning and forecasts.
- Get involved, we're looking for a team player who can see the bigger picture as we grow and develop to increase our impact.
- Report to the Operations team and support the delivery of the service to ensure maximum impact.

Person specification

Essential

Ability to prioritise tasks effectively and manage own workload, there will be competing demands for your time

Able to get involved with all duties and lead from the front; unloading vans, sorting stock, collecting food, you'll do it all

People skills; you'll have responsibility for paid staff and a team of volunteers delivering the service alongside you

Effective communication skills and able to engage a wide range of audiences from diverse backgrounds

Warehousing, stock or logistics experience, this is the unseen part of the operation that keeps everything moving

IT literate; you don't need to be a tech wizard, but be comfortable using a computer and apps

Full manual driving licence so you can drive our vans as and when required

Ability to manage and resolve conflict; it's not always smooth sailing, but that's just life

An understanding of logistics and stock control processes to manage a large amount of products safely and efficiently

Understanding of health and safety best practices, ideally including food

Desirable

Experience working alongside volunteers

LGV, FLT or similar experience.

Experience, Skills & Knowledge

Person specification

Essential	
Personal	Motivated and enthusiastic; this is a chance to deliver a real impact on people's lives
	Positive approach and attitude; it goes a long way when you're working with volunteers and members of the public who are relying on you
	Compassionate and understanding of a variety of personal circumstances, don't judge a book by its cover
	Willing to learn and undergo further training as required, we want to support your growth
	A good listener who takes others into consideration, all staff, volunteers and customers have a voice
	Able to see the bigger picture, we're a growing organisation with big ambitions
	Remain calm under pressure, sometimes you'll have to think on your feet and balance conflicting demands
	Approachable and adaptable with a flexible approach to work, there might be the occasional late shift or weekend
	An interest in helping to combat poverty and understanding the impact this has on peoples lives

