



Department  
for Work &  
Pensions

# KICKSTART SCHEME

**DWP Bid Unique Identifier****Job category (DWP use only)****Job Placement title**

Warehouse Assistant

**Company name**

Pecan

**Number of hours per week**

25

**Working pattern and****contracted hours** (including  
any shift patterns)

5 hours per day – Monday to Friday

**Hourly rate of pay**

London Living Wage

Our Foodbank provides emergency food and compassionate, practical support to people in crisis, while campaigning for a UK without the need for Foodbanks. The number of people needing Foodbanks has increased in recent years and we anticipate this trend to continue especially in light of the Covid-19 pandemic.

Working at the warehouse you will play a vital role to our Foodbank ensuring that we are meeting the demand for our services, providing help and support to people in crisis in the local community.

Your work will include:

- Receiving and unloading donations
- Weighing in and recording food donations
- Sorting food coming into the warehouse
- Checking donations for quality and date
- Sorting and storing donations on shelves
- Select and prepare stock into crates for delivery to distribution centres
- Restocking and loading food parcels into vans for delivery to clients
- Continue to keep warehouse and stock areas clean and organized

You will also pack emergency food parcels according to the prepared lists for single people, small and large families. Adding extras as required and following order specifications for special dietary requirements.



## Essential skills, experience and qualifications

- Basic numeracy and literacy
- Good timekeeping
- Physically fit
- Honest and reliable
- A good team player
- Willing to work with people from a variety of backgrounds and ages
- Good communication skills

## Details of employability support (training opportunities/mentor)

The warehouse assistant will be supported with regular individual training in logistics and warehousing principles through internal and external training. The training will be for the professional and personal development and will assist with the role but also increase employability for the Warehouse Assistant.

The Warehouse assistant will be supported by the Warehouse and Logistics Coordinators throughout their time at Pecan, who will not only manage them but mentor them as they progress through the role.

The Foodbank Manager will assess interest and work on training needs for the Warehouse Assistant and plan training into the working week.