



## JOB DESCRIPTION

<b>Title</b>	Southwark Foodbank Warehouse Coordinator
<b>Reporting to</b>	Southwark Foodbank Manager
<b>Hours</b>	25 hours per week, 5 mornings 9-2.30pm
<b>Salary</b>	£22,300 pro rata
<b>Location</b>	Peckham

Pecan is a highly respected and dynamic Christian charity. We have been working throughout Southwark for 30 years, helping people who face seemingly impassable barriers to find a way through, re-write their futures and flourish. Our strong staff and volunteer team work with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

When working for Pecan, you can expect to become a valued member of a diverse and supportive team. In addition to a place in our 30-year legacy, you will receive a generous holiday allowance, pension contribution and life assurance cover. You can also expect regular team meetings and social opportunities, and a variety of other benefits.

### **Purpose of the Post**

Your role will enable the smooth running of all five Southwark Foodbank centres through stock control and distribution. You will lead a team of volunteers in the warehouse to ensure all stock is monitored, sorted and rotated effectively. Through your role, you will assist Pecan and Southwark Foodbank to help transform the lives of the most disadvantaged people in our community.

We want to hear from you if you:

- Have experience in logistics and warehouse management
- Are an excellent communicator
- Understand the importance of effective and timely stock control
- Are physically fit and able to lift crates of food
- Are aged 25 or over and have a full driving license

## **Main responsibilities**

### **1. Food store**

- 1.1. Take responsibility for the warehouse building, contents and security. For food storage in all locations including The Old Library, Pecan and the South London Warehouse.
- 1.2. Monitor Health and Safety, ensuring compliance with statutory requirements and good practice
- 1.3. Work with the Project Manager to ensure the warehouse has an up-to-date Risk Assessment
- 1.4. Coordinate the weekly running of the warehouse including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items
- 1.5. Monitor stock levels and liaise with the Project Manager about specific shortages and requirements
- 1.6. Coordinate the delivery and collection of food donated by the community

### **2. Foodbank Centres and Volunteers**

- 2.1. Liaise with foodbank centre supervisors and organise the re-supply of food and other provisions to centres as required
- 2.2. Coordinate the volunteer team in the warehouse
- 2.3. Coordinate corporate volunteer teams in the warehouse
- 2.4. Ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements such as food hygiene and manual handling

### **3. Driving**

- 3.1. Assist the Project Manager to recruit driving volunteers
- 3.2. Assist the Project Manager to arrange van hire
- 3.3. Drive hire vans to collect and deliver stock when volunteers are unavailable
- 3.4. Ensure that all vans are returned in the same condition they were hired in
- 3.5. Ensure that you have a full, valid driving license at all times with no more than 3 points (aged 25-29) or 6 points (aged 30+) and that you do not breach the driving violation requirements set out by our car hire companies

### **4. Administration**

- 4.1. Bring to the attention of the Project Manager any concerns regarding the day-to-day operation of the warehouse
- 4.2. Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual
- 4.3. Coordinate an annual stock take and reconciliation to verify the accuracy of data records
- 4.4. Ensure that all warehouse paperwork is stored securely and passed on regularly to the admin volunteer/team for entering onto the data collection system



4.5. Be familiar with the online data system and monitor key data indicators

5. Wider organisational responsibilities

- 5.1. Attend Pecan team meetings as and when required, including meetings where there may be a time of prayer and reflection
- 5.2. Read the core policies and adhere to all policies and procedures
- 5.3. Carry out other duties as agreed by your line manager or the CEO
- 5.4. Undertake responsibilities associated with being a member of the Southwark Foodbank team and wider Pecan team
- 5.5. Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner
- 5.6. In agreement with your line manager, pursue a personal programme of learning and development to enhance your skills and performance

*This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.*

*Pecan is an equal opportunities and disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the essential criteria.*



## PERSON SPECIFICATION

This specification will form the short-listing criteria.

### **Knowledge, Skills and Experience (essential):**

- Ability to manage own time
- Full Driving Licence with maximum of 3 points (aged 25-29) or 6 points (aged 30+) and no recent major driving violations, convictions or accidents
- Ability to plan and organise the day-to-day running of a warehouse
- Physically fit and able to lift and carry crates of food
- Ability to lead and work as part of a team
- Excellent communication skills including the ability to communicate face-to-face and on the phone
- Numerate and comfortable interpreting statistical data
- Ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
- Previous experience in logistics and warehouse management
- Passionate about tackling food poverty
- Good IT with knowledge of the Microsoft Office package
- Ability to manage e-mails, diaries, WhatsApp groups

### **Knowledge, Skills and Experience (desirable):**

- Experience with, or knowledge of, relevant databases
- Health and Safety qualification or other relevant training
- Experience of volunteer management or timetabling

### **Personal Qualities:**

- Aged 25 or over
- Commitment to the goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions
- Ability to work well in a team and unsupervised
- Encouraging and resilient with a strong positive attitude
- A sense of humour
- Confident and self-motivating
- Empathy, honesty and integrity
- Resourceful and imaginative, bringing creativity to the role
- Willingness to undertake necessary training

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