

Job Title: Warehouse Manager

Reporting to: Head of Operations

Location: Barnsley

Salary starting from: £27,900

Hours of work: 37.5 hrs per week (Monday to Friday 08:00 – 16:00 with one in four Saturdays)

Other Benefits: Company pensions scheme, 25 days annual leave plus bank holidays

Role purpose:

To lead and be responsible for the warehouse operations team of staff and volunteers, managing and coordinating the daily work of the receipt and delivery of food to community groups (CFM's). Working alongside the Development Team the warehouse operations will expand and develop the food provision in line with the Charity's Vision and Mission and locally driven demand.

To do this, the Warehouse Manager will:

- Have day to day responsibility for all operations staff, drivers and volunteers.
- Work with the Development Team to implement new food provision related activity and lead on implementation.
- Day to day responsibility for all compliance, including food hygiene, health and safety and security of the warehouse operations and the safety and wellbeing of staff, visitors and volunteers.
- Lead the operations in accordance with the Charity's Vision, Mission and Values.

Main areas of responsibility

- Create a volunteer led operations team and be responsible for training, retention and supervision.
- Set the work schedule and daily activities of the warehouse.
- Ensure that all shifts are planned, controlled, and filled, and be prepared to work at short notice providing cover for shifts on occasion, including making CFM deliveries driving the van.
- Manage and use the in-house stock management database, with responsibility for the training of warehouse staff and volunteers.
- Maintain good relations and communications with partners including suppliers, FareShare partners and CFM's.
- Utilising all food resources appropriately, ensuring the operations sources and allocates surplus food to maximise its social food for CFM's and partners in line with the Charity's mission.
- To carry out any other duties which may be reasonably requested.

Health & Safety, Food Hygiene

- Be responsible for overseeing the day-to-day Health & Safety and security of the site, including the warehouse, vehicles, staff, visitors and volunteers.
- Ensure compliance with all FareShare policies and procedures and industry standards as required by food donors and regulators.
- To ensure all relevant compliance documentation for the operations and vehicles are present and correct and to ensure that all staff, volunteers, donors, recipients and visitors adhere to them as appropriate.
- Ensure that all equipment, vehicles and facilities are maintained to the highest standard.

Administration/Management

- Ensure volunteers are being supervised on a day-to-day basis encouraging a positive working morale and teamwork at all times.
- Deliver training programmes and inductions where necessary to staff, volunteers and any other individual which is deemed as appropriate.
- Work closely with the support teams and SMT to ensure the operations are being run effectively and compliantly.

Person Specification

- Passionate about the aims and values of FareShare Yorkshire.
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications.
- Flexible approach, with the capability to be a team player in a fast moving environment.
- Logical, clear thinking, diplomatic and patient approach
- Undertake training as required.

Desirable

- Ability to facilitate and deliver accredited training which would be relevant to the Operation
- Hold an in-date FLT/Reach Licence
- Ability to facilitate and deliver accredited FLT and Reach training

To apply, please send a CV and cover letter to rachelmorgan@fareshareyorkshire.org