JOB DESCRIPTION

JOB TITLE: Barrow Assistant Foodbank Manager and Warehouse Manager

RESPONSIBLE TO: Barrow Foodbank Manager

JOB PURPOSE: Responsible for the management and daily operation of the Foodbank Drop-In Centre and Warehouse, in compliance with Foodbank policies and the specific objectives of the charity.

HOURS: 20 hours per week, plus some weekends and evenings as necessary.

KEY RESPONSIBILITIES:

1. Deputise for the Barrow Foodbank Manager during any time of absence from the Foodbank.
2. Supervise Team Leaders and Volunteers to ensure the efficient operation of the Barrow Drop-In Centre.
3. Oversee and coordinate the FuelBank.
4. Oversee the Rucksack Project.
5. Coordinate bread collections, Greggs collections and Tesco Walney collections.
6. Ensure warehouse is completely staffed and operating efficiently.
7. Ensure drop-in centre is completely staffed and operating efficiently.
8. Manage the drop-In Centre and Warehouse to ensure compliance with Quality Assurance Policies, Standards and Procedures.
9. Adhere to relevant Health and Safety Standards and Procedures, specifically hygiene and handling of stock.
10. Oversee receipt and warehousing of stock ensuring correct procedures are followed with efficient space utilisation and distribution.
11. Oversee and be responsible for annual Stocktake of the Warehouse and subsequent reconciliation with database.
12. Attend a daily meeting with the Foodbank Manager to discuss any issues which could impact on the efficiency of Foodbank operations.
13. Liaise with the Foodbank Manager on the organising and collection of stock at specific times and events.
14. Organise collection of stock at regular weekend supermarket collections.
15. Liaise with the Foodbank Manager on staffing levels and recruitment.
16. Ensure Volunteers in Drop-In Centre and Warehouse complete the necessary training to safely carry out their roles.
17. Ensure quantity and quality of stock meets with the required standards and demands.
18. Liaise with the Distribution Centres at Millom and Ulverston to ensure that their requirements for the provision of food are met.
19. Ensure that only credible and competent staff operate the Data Collection System.
20. Attend and report at bimonthly Core Group Meetings.