



## Warehouse Supervisor - Job Description

**Responsible to:** Foodbank Manager

**Responsible for:** Warehouse and stock management

**Part-time:** 12 hrs per week

**Overall responsibility of the job:**

1. To manage the warehouse operation. Ensuring effective stock control, arranging transportation of collections and deliveries and meeting legislative standards.
2. Work in partnership with the Committee to further develop the operational success of the foodbank, including stewardship of its material resources and financial assets.
3. To ensure the effective deployment, and management of volunteers in the warehouse.
4. Ensure that there is a maintain a reliable, accessible, and compassionate service of food and associated support for clients.

**Specific responsibilities:**

### *Warehouse management*

- Take joint responsibility for the buildings, contents and security of the warehouse
- Ensure good practice and compliance with Health and Safety and Environmental Health requirements
- Co-ordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, maintaining accurate records and disposal of unsuitable items
- Organise the volunteer team in the foodbank warehouse and ensure that volunteers are trained to undertake responsibilities within the warehouse to meet the relevant legal requirements
- Maintain relationship with local businesses for donations
- Report any operational concerns to Foodbank Manager

### *Stock management*

- Monitor stock levels to ensure there is enough stock to meet demand, reporting any shortfalls to Foodbank Manager
- Organise weekly collection of permanent collection points and manage full day supermarket collections as required
- Co-ordinate production of emergency food boxes, supplies for seasonal projects and distribution of additional stock

### *Transport*

- Organise deliveries of food to distributors, local agencies and individuals
- Collection of donations from churches, schools or other sites as necessary
- Co-ordinate volunteer drivers
- Have responsibility for van

### *Data*

- Ensure that all warehouse paperwork is stored securely and passed on regularly to the administration volunteers for entering onto the data collection system

### *Communication with Committee*

- Report to the Committee as necessary at meetings, providing information in advance
- Responsibility to review and update relevant risk assessments and ensure compliance to foodbank/Diocese of Portsmouth policies and Standard Operating Procedures

### *Finance*

- Comply with the foodbank's finance policy and provide details of payments and receipts

### *Seasonal and other projects*

- Organise the veggie garden
- Support Foodbank manager in delivery of other projects agreed by the Committee

### *Trussell Trust compliance and quality assurance*

- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual
- Coordinate the annual stock take and reconciliation to verify the accuracy of data records as per Trussell Trust Foodbank Operating Manual
- Undertake the annual Quality Assurance visit from The Trussell Trust with the Foodbank Manager

### **Requirements:**

- Ability to manage and monitor the development of a project
- Ability plan and organise the day-to-day running of a warehouse leading a team of volunteers
- Ability to lift and move stock
- Flexibility to swap hours or work additional hours as necessary including occasional weekend and evening hours
- Drive foodbank van

### **Key Skills:**

- Good oral communication
- Driver with clean licence
- Ability to work independently and unsupervised
- Numerate and comfortable interpreting statistical data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

### **Personal attributes:**

- Passionate about helping those in crisis

### **Training**

IT training as required

Health & Safety, Environmental Health & Manual Handling

Child/Vulnerable adult protection as appropriate

Food Hygiene as required  
First Aid as required

*Andover foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.*