

## Job Description - FareShare Sussex Warehouse Manager

<b>Job title:</b>	Warehouse Manager
<b>Reports to:</b>	Development Manager
<b>Responsible for:</b>	Warehouse staff and volunteers
<b>Location:</b>	Moulsecoomb, Brighton
<b>Hours:</b>	Full time (37.5 hours per week)
<b>Length of contract:</b>	Permanent
<b>Salary:</b>	£19,000 - £21,000

### About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. It currently delivers over 40 tonnes of food a week to 116 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs. In addition it supports people through its volunteer programme.

City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

### Main purpose of this role

This is a fantastic opportunity to manage FareShare Sussex's warehouse. It will include the day-to-day running of the busy operation managing the ongoing deliveries in and out of the warehouse, and supervising and supporting a team of volunteers from a range of backgrounds. It requires regular relationship management with charity members, suppliers and FareShare's head office, as well as adherence to high service standards and compliance to policies and procedures. FareShare Sussex is entering an exciting time of growth and the warehouse manager will play a crucial role supporting this expansion.

### Duties and responsibilities

- To ensure the smooth running of the day-to-day FareShare Sussex warehouse operation.
- Responsible for daily warehouse management tasks including stock control, managing deliveries in and out, volunteer and part-time staff supervision and effective record keeping.
- To lead on the daily operational use of FareShare's online warehouse software to manage deliveries.
- Working with the Volunteer Coordinator to manage the volunteer rota and support the development and well-being of warehouse volunteers.
- To contribute to the development of - and adherence to - relevant organisational policies and procedures including health and safety, food hygiene, equal opportunities and safeguarding.
- Responsible for internal and external audit compliance.
- Managing the day-to-day relationships with charity members and suppliers to ensure high service standards and member/supplier compliance to FareShare policies.
- Working with the local and national team to ensure that FareShare Sussex has sufficient food supply to run effectively.

- To ensure that the work environment is clean, organised and safe to work in, raising any maintenance issues to the Development Manager.

## **Person specification**

### **Essential experience, skills and attitudes**

- Excellent communication and interpersonal skills, including the ability to communicate effectively with people with diverse needs
- To be in good physical health with the ability to carry out regular manual handling tasks subject to training and health and safety restrictions
- An understanding of Food Safety and Health & Safety legislation
- Good numerical skills
- Good administrative and organisational ability
- IT literacy including word processing and database use
- A commitment to Equal Opportunities and inclusivity.
- Willingness to work flexibly including evenings and weekends
- To subscribe to the ethos, vision and mission of the organisation

### **Desirable experience, skills and abilities**

- Working in logistics or a warehouse environment
- Working with disadvantaged adults
- Counterbalance forklift licence
- Formal training in food hygiene and health and safety
- Full, clean driving licence

## **Application Process**

Please complete the application and equal opportunities form and return to [recruitment@faresharesussex.org.uk](mailto:recruitment@faresharesussex.org.uk) before the deadline of **9am Monday 25th June**. Interviews will be held week commencing 2<sup>nd</sup> July.

For an informal chat about the role, please contact Development Manager Rachel Carless on 01273 671 111 (option 3).

Further information about FareShare Sussex can be found online at [faresharesussex.org.uk](http://faresharesussex.org.uk)