

Foodbank Assistant

Job Description

**Reports to:** Foodbank Manager **Management Oversight:** Trustees of Dundee Foodbank

**Hours:** 20 hours per week. Preferable hours - Wednesday 0900-1600, Thursday 0900-1600, Friday 0900-1630

Occasional weekend and evening work should be expected.

**Holiday:** 28 days, pro rata, for first 2 years of employment, rising to 30 days pro rata in year 3, and then increasing by 1 day per additional year of employment (max 35 days pro rata).

**Wage:** £9.38/hr **Contract Term:** 2 years

**Additional Requirements:** Applicant must be in sympathy with our Christian values.

Full van driving licence valid in the UK with B & B1 entitlements (3 points maximum)

**Location:** Various, including Dundee Foodbank Warehouse & Distribution Centres

**Stock & Warehouse Assistant**

* Active and effective warehouse assistance - monitoring stock levels and ensuring stock rotation, alerting the Foodbank Manager and Stock Coordinator to any issues of lack of supply or overstock.
* Liaising with Dundee Foodbank centre volunteers and organising the re-supply of food and other provisions to Foodbank centres from warehouse stocks as required.
* Delivering/uplifting required food and provisions to/from Foodbank centres, utilising the Foodbank vans.
* Meeting donors and collecting / processing food donations.
* Assessing, and suggesting improvements to, operational methods.
* Supervision of external volunteer group sorting sessions.
* Assisting with the implementation and ongoing work of the ‘Stock Requirements’ online tool.
* Lead teams of volunteers periodically at our Supermarket collections.
* Assisting and monitoring our ‘Red Voucher’ referral system and engaging with referral agencies.

**Volunteer Engagement and Health & Safety**

* Team leader for volunteer teams, working alongside and supporting volunteers.
* Planning and implementing tasks to be carried out at the warehouse and distribution centres.
* With the Foodbank Manager, ensuring that all health and safety policies are active, and that appropriate equipment and systems are in place.
* Assisting with management of our Foodbank distribution centres.
* Coordination and supporting the distribution centre volunteer teams.

**Internal Operations**

* Regular engagement with Foodbank Manager and Stock Coordinator, in order to ensure maximised impact in Dundee.
* Monthly reports submitted to Foodbank Manager.
* Basic care of Foodbank van – fuel / oil / water levels monitored, interior and exterior kept clean. Raising any other maintenance issues with Foodbank Manager.

**General Duties**

* Attend line management meetings and operational meetings as required.
* Assist with Dundee Foodbank distribution sessions as required.
* Perform office administration as required.
* Support Foodbank Manager and Stock Coordinator in carrying out general Foodbank tasks as required.

**Key Skills**

* Strong organisational skills.
* Strong interpersonal skills.
* Experience of people management.
* Experience of voluntary sector work.
* Computer skills – email / Word / Excel.
* Professional telephone manner.
* Good communication skills.

**Personal Attributes**

* Ability to plan and organise, positively responding to needs as they present themselves.
* Ability to engage and encourage people from all backgrounds.
* Ability to work under pressure and unsupervised.
* Honesty and integrity.
* Value all individuals that come into contact with the Dundee Foodbank.
* Physically fit and able to carry out the duties required by warehouse assistance.
* Confident with basic computer operations – email and word processing.