



## Stock Coordinator

### Job Description and Person Specification

#### JOB DESCRIPTION

**Responsible to:** Foodbank Manager

**Responsible for:** Managing the operation of Dundee Foodbank's warehouses

**Main location:** Unit 5 Dunsinane Avenue, Dundee, DD2 3QN

**Salary:** £20,000 to £22,000 depending on experience

**Hours:** 37 hours per week

**Contract Length:** to 31<sup>st</sup> December 2022

- **Additional Requirements:**
- **Work alongside Churches in Dundee and participate in spiritual activities with the team.**
- **Applicant must be in full agreement with our Christian values and evidence a live church connection.**
- **Applicant must have a full van driving licence valid in the UK with B & B1 entitlements.**

#### **Overall responsibility of the job:**

Lead a team of volunteers to ensure that all areas of the warehouses for Dundee foodbank are run efficiently, coordinating effective stock control and arranging timely transportation of collections and deliveries, and meeting legislative standards - i.e. Health & Safety/Environmental Health.

Work in association with the Foodbank distribution centres to ensure they receive a streamlined service of support with food and other provisions.

#### **Specific responsibilities:**

##### *Reporting to Foodbank Project Manager*

- Provide the Project Manager with regular reports on stock levels and items needed
- Bring to the attention of the Project Manager any concerns regarding the day-to-day operation of the Dundee Foodbank warehouses

##### *Trussell Trust compliance*

- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records

##### *Foodbank centre(s) & Volunteers*

- Liaise with the Foodbank distribution centres and organise the re-supply of food and other provisions to the centres, as required
- Coordinate the volunteer team at the Foodbank warehouses
- Ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements. This could include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health and safety and fire procedures

### *Warehouse Management*

- Take responsibility for the building, its contents, and security of the warehouses
- Coordinate the day-to-day running of the warehouses including sorting, packing, stock rotation, monitoring stock requirements, issuing stock, maintaining accurate records, and disposal of unsuitable items
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice

### *Food supplies*

- Monitor stock levels and liaise with the Project Manager about specific shortages and requirements
- Coordinate the delivery/collection of food donated by the community

### *Data*

- Ensure that all warehouse paperwork is stored securely and passed on regularly to the admin volunteer/team for entering onto the Data Collection System
- Be familiar with the on-line Data Collection System, monitoring the key data indicators (particularly regarding stock levels)

### *General Duties:*

- Attend line management meetings and operational meetings as required
- Support the Foodbank Manager in carrying out general Foodbank tasks as required
- Work alongside Churches in Dundee and participate in spiritual activities with the team

### *Internal Operations:*

- Submit monthly reports to the Foodbank Manager
- Basic care and maintenance of the Foodbank vehicles - fuel/oil/water levels monitored
- Raise any other maintenance issues regarding buildings and vehicles where necessary
- Engage in our social media platforms

## **PERSON SPECIFICATION**

### **Experience:**

- Planning and organising the day-to-day running of a warehouse
- Observing relevant regulations, including manual handling and health and safety
- Leading and working as part of a team

### **Key Skills:**

- Good oral communication
- Driver with clean licence valid in the UK B & B1 (van driving)
- Ability to work independently and unsupervised
- Experience of voluntary sector work
- Ability to carry out manual work
- Numerate and comfortable interpreting statistical data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

### **Personal attributes:**

- Passionate about tackling poverty
- Honesty and integrity
- PVG approved
- Evidence a live church connection and be in full agreement with the Christian values of Dundee Foodbank
- Value all individuals that come into contact with Dundee Foodbank
- Physically fit and able to carry out the duties required to work effectively within a warehouse environment