

Ealing Foodbank (EFB) Operations and Logistics Manager Job Description

Role: Operations and Logistics Manager

Responsible to: EFB Manager

Based at: Warehouse (currently Hanwell) and office (currently West Ealing)

Salary: £35,000 per year (FTE)

Hours: 30 hours a week, spread over 5 days (+ occasional weekend days)

Closing date: Monday 2 December 5pm

To apply: Fill in application form and email to hilary@ealing.foodbank.org.uk, no CVs.

Questions: Any question, contact Hilary: hilary@ealing.foodbank.org.uk or 078 0256 0469

Responsible for: Obtaining, managing, safekeeping and distributing the Food and Supplies necessary to ensure the smooth running of the Warehouse and Client Centres

Responsibilities:

Stock Management

- Setting and maintaining appropriate stock levels to service the Warehouse and Client Centres
- Ensuring the hygienic and safekeeping of stock
- Arrange the disposal of unsuitable items, finding alternative outlets/charities where possible
- Act on relevant food alerts from the Food Standards Agency
- Ensure adherence to relevant legislation i.e. Health & Safety, Food Hygiene, Safeguarding

Procurement

- Source and procure Food and Supplies when donations insufficient

Warehouse Premises

- To plan the layout of the warehouse and adjust to suit operational requirements
- To ensure the warehouse is clean and hygienic
- Ensure appropriate stock rotation

Transport

- Managing the transport of donations from supermarkets to the warehouse and the distribution of stock to the Client Centres

Client Centres

- Liaise with and visit Client Centres to ensure stock levels appropriate to level of activity in the centres

Volunteers (Warehouse, Drivers & Food Drives)

- To maintain necessary volunteer numbers to ensure efficient running of the warehouse and the delivery and collection of donations/stock
- To induct and train all volunteers and mentor on an ongoing basis
- To liaise with the volunteer manager
- To ensure volunteers are aware of relevant legal requirements including: basic food hygiene, first aid, evacuation procedures, manual handling and lifting

Staff Management

- To manage the Assistant Warehouse Manager including conducting regular reviews and annual appraisal

Food Collections / Food drives

- To organise specific collections such as Harvest and Supermarket food drives (Tesco, Waitrose, Asda, Sainsbury's, Morrisons etc.)

Data / Reporting

- To maintain accurate stock records
- To organise annual stock count and reconciliation
- To update the Trussell Trust DCS system for stock records and donor records

Supervision & Review

Participate in regular appraisals and annual review with EFB Manager