



Job Title: Yorkshire Storage HUB (YSH) Warehouse Supervisor

Fixed Term Contract for 12 months from January 2021

Reporting to: YSH Manager

Location: YSH - Leeds

Starting salary: £18,615 - Grade 2

Hours of work: 37.5 hrs per week

Other Benefits: Company contributed pension scheme, 25 days leave

Role purpose:

FareShare Yorkshire is launching a new exciting project, Yorkshire Storage HUB in 2021. This project will source, process and supply surplus food to FareShare Yorkshire's distribution centre's in Barnsley and Leeds. In addition the YSH will lead on a new initiative to directly supply Charities with regular frozen products. The Warehouse Supervisor will coordinate the warehouse activity and a small team, ensuring that YSH operates efficiently and effectively under the direction of the YSH Manager.

To do this, the YSH Warehouse Supervisor will:

- Handle the receipt of incoming food supply, movement of stock to FareShare Yorkshire's distribution centre's in Barnsley and Leeds and coordinate the provision of frozen food to our Community Food Members
- Supervise a team of volunteers, providing support and guidance.
- Work with the YSH Manager to operate the project in accordance with the Charity's Vision, Mission and Values.

Main areas of responsibility

- Supervise the work schedule and daily activities of the warehouse.
- Supervise a team of volunteers to support the work of YSH on a daily basis.
- Utilise FareShare's in-house stock management database, ensuring stock movements are recorded in a timely manner and accurate at all times.
- Maintain the warehouse site to the highest standards including daily cleaning, and stock control.
- To carry out any other duties which may be reasonably requested.

Health & Safety, Food Hygiene

- Uphold the highest Health & Safety standards to ensure staff and volunteers are kept safe and the site is Covid Secure.
- Ensure compliance with all FareShare policies and procedures and industry standards as required by food donors and regulators.
- Maintain and complete daily documentation, ensuring full Food Hygiene compliance.

Full Driving licence required and access to own vehicle preferable.

For more information and to apply contact:

jonathanwilliams@fareshareyorkshire.org or phone 01226 235282

Closing date for applications will be Friday 15th January 2021 at 12.00pm.

Interviews to take place week commencing 18th January 2021.