



Job Title: Warehouse Supervisor

Reporting to: SRC Manager

Location: Leeds

Starting salary: £19,025 - Grade 2

Hours of work: 37.5 hrs per week, Monday to Friday (possibly Saturday's)

Other Benefits: Company contributed pension scheme, 25 days annual leave

Role purpose:

FareShare Yorkshire has grown its services in Leeds and we opened a new distribution site in March 2021. FareShare Yorkshire now operates 2 sites in Leeds, a redistribution centre (SRC) supporting front line Charities and Community groups alongside a new initiative, Yorkshire Storage HUB (YSH).

The Warehouse Supervisor will coordinate all the warehouse activity working with a team of volunteers and staff, ensuring that the SRC operates efficiently and effectively under the direction of the Site Manager.

To do this, the SRC 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 SRC 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 FareShare Yorkshire 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.

A full Driving licence is required and access to own vehicle preferable.

For more information and to apply contact:

garethbatty@fareshareyorkshire.org or phone 01226 235281

We aim to interview suitable candidates as soon as possible so please submit an application without delay.

Interviews to take place the following week.