

## Job Title: Warehouse Manager

**Reporting to:** Head of Operations

**Location:** Leeds

**Salary:** £29,534 Band 4

**Hours of work:** 37.5 hrs per week (Monday to Friday with 1 in 4 Saturday)

**Other Benefits:** Company pension scheme, 25 days annual leave plus bank holidays, access to free 24/7 GP and health and wellbeing support services for you and your family

### Role purpose:

To lead and manage the warehouse operations team of staff and volunteers, coordinating the daily work of the receipt and delivery of food to community groups (CFM's). Working alongside the Community Team, the warehouse operations will expand and develop the food provision in line with the Charity's Vision and Mission and locally driven demand.

### To do this, the Warehouse Manager will:

- Have day to day and line management responsibility for all operations staff, volunteers.
- Work with the Development and Community Team to implement new food provision related activity and lead on delivery.
- Day to day responsibility for all compliance, including food hygiene, health and safety and security of the warehouse operations and the safety and wellbeing of staff, visitors and volunteers.
- Lead the operations in accordance with the Charity's Vision, Mission and Values.

### Main areas of responsibility

- Set the work schedule and daily activities of the warehouses.
- Create a volunteer led operations team and be responsible for training, retention and supervision.
- Ensure that all shifts are planned, controlled, and filled, and be prepared to work at short notice providing cover for shifts on occasion, including making CFM deliveries driving the van.
- Manage and use the in-house stock management database, with responsibility for the training of warehouse staff and volunteers.
- Maintain good relations and communications with partners including suppliers, FareShare partners and CFM's.

- Utilising all food resources appropriately, ensuring the operations sources and allocates surplus food to maximise its social food for CFM's and partners in line with the Charity's mission.
- To carry out any other duties which may be reasonably requested.

### Health & Safety, Food Hygiene

- Be responsible for overseeing the day-to-day Health & Safety and security of the site, including the warehouses, vehicles, staff, visitors and volunteers.
- Ensure compliance with all FareShare Yorkshire policies and procedures and industry standards as required by food donors and regulators.
- To ensure all relevant compliance documentation for the operations and vehicles are present and correct and to ensure that all staff, volunteers, donors, recipients and visitors adhere to them as appropriate.
- Ensure that all equipment, vehicles and facilities are maintained to the highest standard.

### Administration/Management

- Ensure volunteers are supervised on a day-to-day basis encouraging a positive working morale and excellent teamwork at all times.
- Deliver training where necessary to staff, volunteers and any other individual which is deemed as appropriate.
- Work closely with the support teams and SMT to ensure the operations are being run effectively and compliantly, this may include cover at other sites within the Yorkshire area with notice and travel reimbursed.

### Person Specification

- Passionate about the aims and values of FareShare Yorkshire.
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications.
- Flexible approach, with the capability to be a team player in a fast moving environment.
- Logical, clear thinking, diplomatic and patient approach
- Line management experience essential
- Undertake training as required.

To apply please email a CV and cover letter to  
[rachelmorgan@fareshareyorkshire.org](mailto:rachelmorgan@fareshareyorkshire.org)