



## **Job Title: Warehouse Supervisor**

**Reporting to:** Warehouse Manager

**Location:** Leeds (flexibility to work across both Leeds sites is essential)

**Starting Salary:** £23,400 per annum

**Hours/Days of Work:** 37.5 hours per week, Monday to Friday, 08:00–16:00, with one in four half-day Saturdays - Open to part-time / Job share

**Contract Type:** Permanent

### **Role Purpose**

FareShare Yorkshire is a charity in its 25th year of operation and has experienced significant growth in recent years. Operating from three sites in Barnsley and Leeds, the organisation delivers surplus food provision services, employability programmes, and runs its own cookery school, *The FullCrumb Kitchen*.

The Warehouse Supervisor will play a vital role in supporting all areas of the charity's work to achieve our vision:

***"To improve the wellbeing of people in Yorkshire and see an end to food insecurity in our region."***

### **Key Responsibilities**

The Warehouse Supervisor will:

- Handle the receipt, sorting, storage, and dispatch of food stock using our IT systems.
- Supervise and mentor volunteer teams on a daily basis.
- Move stock manually, using lifting equipment, or operating a forklift truck.
- Pick and pack orders, and load goods onto vans for dispatch.
- Maintain accurate records of stock and associated paperwork.
- Carry out general cleaning duties in work areas.
- Drive delivery vehicles across Yorkshire as required.
- Undertake any other reasonable duties as needed.

- Support the Warehouse Manager, colleagues, and volunteers in all aspects of operations.

### Skills and Requirements

- A good level of physical fitness.
- Strong teamwork skills.
- The ability to work quickly and accurately.
- Competence in completing paperwork, counting stock, and using our database.
- Basic computer skills.
- An understanding of health and safety regulations.
- Honesty and reliability.
- A full UK driving licence.
- Accredited forklift truck permits (counterbalance and/or reach) are preferred but not essential, as training will be provided.

### Benefits

- Company-contributed pension scheme.
- 25 days' annual leave, pro rata.
- Free Employee Assistance Programme, including 24/7 GP services for employees and their families.
- Access to free training courses and qualifications that support your development.
- Working for an organisation that genuinely cares about its mission and the communities it serves.

**Full training will be provided**, including FLT operator permit training, potential QCF in Warehousing & Storage, Manual Handling, Food Safety, and First Aid.

### How to Apply

Please send an up-to-date CV and cover letter to [rachelmorgan@fareshareyorkshire.org](mailto:rachelmorgan@fareshareyorkshire.org).