Job Title: Warehouse Supervisor & Driver

Reporting to: **Warehouse Manager**

Location: **Leeds, with occasional work at our Barnsley site (travel expenses paid)**

Salary: **£20,982 per annum (£26,228 FTE, pro rata for 30 hours per week), equivalent to £13.45 per hour**

Hours/Days of work: **30 hours per week, 08:00 – 16:00 Tuesday to Friday, plus one in five Saturdays (time off in lieu given for Saturdays worked)**

Contract type: **Fixed term, 12 months**

Role purpose

FareShare Yorkshire is a charity now in its 26th year of operation, and has grown significantly over the last few years. We operate from 3 sites in Barnsley and Leeds, delivering Surplus Food Provision services, Employability Programmes and our own cookery school, The FullCrumb Kitchen.

The Warehouse Supervisor & Driver keeps our Leeds warehouse running, leads our volunteer teams and delivers food to charities and community groups across Yorkshire. It is a hands-on role that supports every area of the Charity's work towards our vision:

"To improve the wellbeing of people in Yorkshire and see an end to Food Insecurity in our region."

To do this, the Warehouse Supervisor & Driver will:

- Drive our van to deliver food to charities and community groups across Yorkshire
- Supervise and mentor volunteer teams on a daily basis
- Handle the receipt, sorting, storage and dispatch of food stock using our IT systems
- Pick and pack orders and load goods for dispatch onto vans
- Move stock by hand, using lifting equipment or a forklift truck
- Maintain accurate stock records and associated paperwork
- Keep work areas clean, tidy and safe
- Support the Warehouse Manager, colleagues and volunteers as required
- Carry out any other reasonable duties as required

Essential requirements

- A full, clean UK driving licence
- Aged 25 or over (a condition of our vehicle insurance)
- A good level of physical fitness, as the role involves lifting and being on your feet
- Strong teamwork skills, honesty and reliability
- Ability to work quickly and accurately
- Confidence completing paperwork, counting stock and entering it onto our database
- Basic computer skills
- An understanding of health and safety at work

Desirable (not essential)

- Accredited forklift truck licence (counterbalance and/or reach). Full training will be given if you don't have one
- Experience in a warehouse, driving or supervisory role

Benefits

- Free training, including FLT operator licence, Manual Handling, Food Safety and First Aid, plus a potential QCF in Warehousing & Storage
- 20 days' annual leave (25 days pro rata), plus closed bank holidays
- Time off in lieu for every Saturday worked
- Travel expenses paid for work at our Barnsley site
- Company contributed pension scheme
- Daytime hours, with no late nights or Sunday working
- Working for an organisation that cares about the work it does and the communities it serves

How to apply

Apply through Indeed, or email an up-to-date CV to rachelmorgan-ramsden@fareshareyorkshire.org. No cover letter is needed.