

JOB DESCRIPTION

Foodbank Operations Co-ordinator

Responsible to: The Foodbank Manager

Responsible for: Maintaining adequate stocks and volunteers to ensure the smooth running of the foodbanks and pantries, under the guidance of the Foodbank Manager.

Salary: £25,000 pa (pro rata)

Part-time: 18 hours a week (actual days/ hours by agreement) 2 Year Fixed Term contract, with a 3 month probationary period.

Base: Bexhill Foodbank, 19/20 Station Road, Bexhill with attendance at Battle and Bexhill foodbanks/pantries as necessary.

Overall Responsibility of the Role:

The Foodbank Operations Co-Ordinator will work in a supportive way to ensure there are adequate stocks and skilled volunteers to ensure clients can access all they need at our foodbank open sessions and pantry sessions.

Specific responsibilities:

Stock Control and Ordering

- Manage the stock levels at Bexhill foodbank to ensure we are keeping the right amount of stock to meet the needs of our clients.
- Ensure volunteers are practising good stock rotation and date control.
- Place the twice weekly supermarket order to ensure we have the right products in a timely manner.
- Place all fruit and veg orders with Carrolls each week.
- Place non food orders with In-Kind, Amazon and other suppliers for associated items.
- Find outlets for out of date and spoiled food to ensure we only supply quality items.
- Manage the stock movement between St Stephen's storage room and Bexhill and Battle foodbank premises.
- Managing all the help yourself stock, to ensure it is weighed correctly.
- Be the point of contact for Fareshare, managing the stocks they supply and their weekly delivery.

- Be the point of contact for Neighbourly/ Lidl and ensure we collect their end of day produce on time and store it correctly.
- Develop a relationship with our key donors, such as Tesco and help organise our twice yearly donation days.
- Work with the Foodbank Manager to make changes within the foodbank premises that lead to great operational organisation and efficiency.

Pantry Management

- Work with the Foodbank Manager to assess the feasibility of any new pantry sites.
- Assist the Foodbank manager to set up these new pantries.
- Each week ensure that a stock take is done at each pantry and that top-up stock is collected and labelled, then delivered to the pantry on the allocated day.
- Maintain the pantry members lists and weekly register.

Volunteer Organisation

- Prepare the rota, to ensure we have adequate volunteers on shift at Bexhill to undertake the stock work, and staff the open sessions at the foodbank and pantries.
- Flag to the Foodbank manager when new volunteers need to be recruited, and work with her to recruit and induct new volunteers.
- Communicate relevant announcements regarding stock and operational changes to ensure all volunteers work to the same high standard.

Governance & Administration

- Monitor Health & Safety practices at the Station Road premises and ensure that all recording is kept up to date, including daily temperature checks.
- Ensure correct and efficient filing of all foodbank files, both physical and online.
- Attend Bexhill Operational Management Meetings and make useful contributions.

And undertake any other reasonable tasks at a commensurate level as requested by the Foodbank Manager.

Training

Training will be provided in all aspects of the job role and ongoing training will be made available to the successful applicant in areas such as GDPR, H&S and safeguarding.

Person Specification

Essential

- Have a full clean driving license and be able to drive the foodbank van as necessary.
- Be able to undertake the physical aspects of the work - moving stock, bending and lifting, using a ladder.
- Confident IT user and able to learn new computer systems.
- Able to work on your own initiative and in a busy environment.
- Calm and able to negotiate difficult situations.
- Organised and methodical approach to work.
- Strong interpersonal and communication skills; able to build relationships with the clients, team/ volunteers and external parties.
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds.
- A commitment to social justice, equity, diversity, and inclusion.
- To act honestly with integrity at all times, appreciating the need for confidentiality.
- Ability and flexibility to work as part of a small, busy team, and to undertake such additional duties as may reasonably be assigned.
- Sympathetic to the Christian beliefs of Churches Together in Bexhill that underpins our foodbank.

Desirable

- Have experience of managing health and safety procedures and practises.
- Have a good understanding of the UK welfare system.
- Good working knowledge of data privacy and GDPR.
- Experience of working/volunteering in a Foodbank.
- Have lived experience of financial hardship/ being a foodbank client.



Bexhill Foodbank and the Bexhill Foodbank Advice Service are social projects of the charity Churches Together in Bexhill. Registered charity number 1205042 / Registered in England and Wales.