

Warehouse Supervisor - Vale Lane

Job title:	Warehouse Supervisor
Reporting to:	Warehouse Manager
Salary	£24,000 pro rata
Hours:	37.5 hours per week, 8am - 5pm; this role is also available as 0.8 (30 hours per week) for the right candidate
Terms:	Permanent, full-time, 25 days Holiday pa (pro rata, exc. Bank Holidays), 5% pension contribution, Employee Assistance Programme, Line Managers Support Line, enhanced leave (sickness, parental), flexible working, individual training budget
Based:	2 Vale Lane, Bristol BS3 5RU, with some flexibility to support our central Bristol warehouse
Work with:	Vale Lane warehouse staff and volunteers, Employability Programme Leads, FareChance participants

FareShare South West joins the dots between food waste and hunger, empowering communities to turn an environmental problem into lasting social good. We rescue tonnes of quality surplus food from the industry and share it with charities and schools to bring health, dignity and routes out of poverty for people across the south west. Our supportive volunteering and employability programmes offer local people the opportunity to thrive.

Purpose of the post

The Warehouse Supervisor plays an essential role in the smooth running of the warehouse, supporting all aspects of the food operation.

The role will be primarily based at our Vale Lane warehouse, where alongside regular volunteering we run our youth employability programme Farechance. This ten-week program runs four times a year, supporting 18 to 25-year-olds to develop logistics and workplace experience while building confidence and interpersonal skills. The programme is led by two Employability Leads, working with the volunteer and operations teams. This means the Warehouse Supervisor has the potential to be a valuable role model and mentor alongside daily operations.

Duties & Responsibilities:

Warehouse Management

- Working with the Warehouse Manager, ensure the smooth running of food intake, storage, and food distribution, liaising with food industry representatives, FareShare UK (FSUK), distribution companies and hauliers.
- Support the Warehouse Manager in coordinating and maintaining the fleet of vans and machinery used.
- Provide ongoing support to the Warehouse Manager and Head of Compliance to ensure high levels of compliance in the warehouse throughout the year and for internal/external audits.
- As part of the warehouse team, reduce waste and maximise the distribution of surplus food to members.
- Report to the Warehouse Manager with operational improvements to increase efficiency and implement agreed changes.

Volunteer and FareChance Support

- Oversee (under the direction of the Warehouse Manager) teams of FareChance participants, regular volunteers and corporate volunteers, delegating/assigning tasks, and supervising work to ensure all tasks completed effectively.
- Ensure all FareChance participants and warehouse volunteers are effectively supported and trained for allocated warehouse/job-specific tasks/roles and have the opportunities to develop.
- Supporting the FareChance participants' and volunteer's health, safety, and welfare during their shift.
- Undertake continual professional development around supporting FareChance participants and on our main volunteering programme e.g. training in mental health, active listening, coaching, safeguarding, inclusive practice etc
- Provide positive role modelling and mentorship to FareChance participants while undertaking warehouse tasks together on Mondays, Tuesdays and Thursdays.

Goods In and Storage

- Follow FSSW Goods in procedures including liaising with suppliers, completing relevant paperwork, using inhouse software and fork-lifting duties.
- Ensure pickable and non-pickable areas are ready to receive good in and dispatch orders at all times.
- Manage storage of stock within the warehouse, including:
 - Assisting with stock checks
 - Ensuring effective stock rotation and sharing best practice
- Oversee the dispatch of goods through deliveries and collections ensuring all FSSW procedures are followed.
- Liaise with the wider FSSW team and FSUK to report quality, quantities, and other issues.

Compliance and Health & Safety

- Operate according to the FareShare HACCP Food Safety Manual.
- Support the Warehouse Manager to ensure compliance with relevant Food Hygiene, Health & Safety, and other standards applicable to FareShare South West premises, vehicles, refrigeration equipment, staff, and volunteers.
- Ensure warehouse complies with FareShare South West standards and processes as per the FSSW Warehouse Manual.
- Undertake relevant training in Food Hygiene, Safeguarding and Health & Safety

General

- Respond to/answer any enquiries/communications via telephone, email, in person or via inhouse IT/systems.
- Engage positively with any visitors to the warehouse.
- Support FSSW events.
- Carry out any other duties that may reasonably be required in support of the main purpose of the role, including liaising with the wider FSSW team.
- Uphold high quality care and standards of conduct when dealing with all stakeholders and the general public.
- Ensure the security of Vale Lane and all assets located within it
- Driving and fork-lifting duties where appropriate.