

## Warehouse Supervisor - Vale Lane

<b>Reporting to:</b>	South Bristol Hub Manager
<b>Salary</b>	£25,000 pro rata
<b>Hours:</b>	37.5 hours per week. This role is also available as 0.8 (30 hours per week) for the right candidate (hours between 7.30am - 5pm depending on shift pattern, and occasional evening shifts)
<b>Terms:</b>	Permanent, 25 days Holiday pa (pro rata, exc. Bank Holidays), 5% pension contribution, Employee Assistance Programme, individual training budget
<b>Based:</b>	2 Vale Lane, Bristol BS3 5RU, with some flexibility to support our central Bristol warehouse
<b>Work with:</b>	Warehouse staff and volunteers, employability and volunteering staff, FareChance participants

### About FareShare South West

FareShare South West (FSSW) 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.

By joining us, you'll be part of an inclusive, friendly team in a small but fast-growing charity that helps fight the injustice of who gets to afford a healthy diet.

FSSW is an independent local charity, working in partnership with FareShare UK (FSUK). By being part of the national FareShare network, we can help rescue more food. By being small and independent, we can remain close to our local partners and people and continuously adapt to meet the needs of local communities. The member charities we share food with transform lives, using food to connect people with other support and routes out of poverty, including children and families, people on low incomes, homeless people, refugees, domestic abuse survivors, people in recovery, older people and many others.

### Purpose of the post

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

You will work as part of a team to effectively support the warehouse operation, incoming goods, storage and dispatch of goods to Community Food Members (CFMs) to high levels of compliance and service. This role will include working with a large and diverse team of volunteers throughout the week.

The role will be primarily based at our South Bristol warehouse, where alongside our usual food redistribution operation and volunteering programme, we run our youth employability programme FareChance for 18 to 25-year-olds to develop logistics and workplace experience.

## Duties and responsibilities:

### **Warehouse**

- Ensure the smooth running of food intake, storage, and food distribution, liaising with food industry representatives, FSUK, distribution companies and hauliers.
- Support the South Bristol Hub Manager in coordinating and maintaining the fleet of vans and machinery.
- Provide ongoing support to the South Bristol Hub Manager 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 South Bristol Hub Manager with operational improvements to increase efficiency and implement agreed changes.

### **Volunteers and FareChance**

- Oversee (under the direction of the South Bristol Hub Manager) FareChance participants, regular volunteers and corporate volunteers on warehouse shifts, delegating/assigning tasks, and supervising work to ensure all tasks completed effectively.
- Support and train all FareChance participants and volunteers with their allocated warehouse/job-specific tasks/roles
- Supporting the FareChance participants' and volunteer's health, safety, and welfare during their shift.
- Undertake continual professional development e.g. training in mental health, active listening, coaching, safeguarding, inclusive practice etc
- Provide positive role modelling to FareChance participants and volunteers while undertaking warehouse tasks together.

### **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 FSUK HACCP Food Safety Manual and FSSW compliance standards and processes.
- Support the South Bristol Hub Manager to ensure compliance with relevant food hygiene, health & safety, and other standards applicable to FSSW premises, vehicles, refrigeration equipment, staff, and volunteers.
- 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.
- Support the security of the FSSW sites and assets.
- Driving and fork-lifting duties where appropriate.

### Person Specification - knowledge, skills, experience, and values

#### **Essential**

- Ability to develop, initiate and maintain systems and procedures
- Excellent communication and interpersonal skills
- Good administrative and organisational ability
- Problem solver and competent decision maker
- Full UK driving licence
- IT competent and able to use various IT platforms/systems
- A clear commitment to the ethos of FSSW, and to the agreed plans of the organisation, and able to positively contribute towards its achievement
- Experience and knowledge of adhering to health and safety standards
- Forklift truck operator's qualification (or willing to train as an essential part of the role)

#### **Desirable**

- 1 years' experience of working in warehousing operations
- Voluntary sector experience
- Experience of working with people who require support
- Experience of working within a food operation
- Qualification in Food & Hygiene Level 2
- Experience of supervising/managing staff and/or volunteers and delegating tasks
- Experience of delivering training

### Why work for FareShare South West?

- Real Living Wage employer
- Benchmarked pay scales
- Employee Assistance Programme - free advice and counselling
- Access to a free professional coach
- Annual budget for personal development training for every staff member
- Staff wellbeing group
- Inclusive, welcoming culture
- Rewarding roles with genuine positive impact on the environment and local people through food, volunteering and employability skills

We actively encourage applications from people of all lived experiences, including but not limited to people from the global majority, LGBTQIA+ people, disabled people, a working-class background, not from a University-attending family. We value the positive impact that wide representation has on FSSW.

We want to work with you to make sure that the recruitment process is accessible for you. If you have any questions about the post, please contact Nessa Jones and Ben Evans at [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk) or call 0117 954 2220 to let us know how we can support your access needs.

To apply please send your CV and a cover letter explaining why you would be a good fit for the role to [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk)