**Warehouse & Logistics Manager Job Description**

**Responsible to:** Foodbank General Manager

**Responsible for:** Warehouse management;Food collections, stock control & distribution; warehouse/shop maintenance

**Full-time**: 37.5 hours

**Salary:** £21,938 per annum

**Specific Duties:**

* Facilitate regular uplift of food donations from our partner organisations
* Facilitate the weigh-in and sorting of all stock
* Facilitate the timeous delivery of food and other provisions to all West Lothian distribution centres
* Advise the Foodbank General Manager monthly of any low levels of stock items
* Ensure all warehouse activities comply with The Trussell Trust Foodbank Operating Manual and relevant legislation
* Ensure all warehouse paperwork is stored securely and passed on daily to the admin team for entering onto the data collection system
* Management of all warehouse, van, logistics and maintenance volunteers
* Dealing with communications by telephone, e-mail, mail or in person
* Supermarket liaison, to ensure a positive relationship with supermarket management & donations of required items
* Property maintenance of warehouse and shop premises
* Facilitate the delivery of large items from the charity shop to customers
* Together with any other reasonable duties as specified by the General Manager, staff and Trustees to support the work of the foodbank.

# Key Skills:

* Good oral communication & telephone manner
* Driving (comfortable driving a van)
* Ability to carry out manual work
* Ability to work under pressure and to deadlines
* Ability to work comfortably both on your own initiative and within a team setting
* time management skills and the ability to prioritize work
* Property maintenance
* Strong organizational skills with the ability to multi-task
* Good listener & empathy with client group and volunteer staff
* Numerate and comfortable interpreting statistical data
* IT skills

**Personal attributes:**

* There are no formal education requirements for this post, however a proven track record of voluntary sector work would be beneficial
* Honesty and integrity
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
* Passionate about tackling poverty
* Committed to the Christian ethos of the Trust

**Training**

* Induction, Health & Safetytraining will be provided
* Child/Vulnerable adult protection will be provided as appropriate

West Lothian foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.