**Warehouse & Logistics Assistant Manager Job Description**

**Responsible to:** Warehouse & Logistics Manager

**Responsible for:** Fresh Food collections, stock control & distribution; Driving the Foodbank Van; Fridges hygiene

**Full-time**: 37.5 hours

**Salary:** £20,000 per annum

**Specific Duties:**

* Fresh food supermarket liaison, to ensure a positive relationship with supermarket management & donations of required items
* Dealing with communications by telephone, e-mail, mail or in person
* Carry out regular uplift of fresh food donations from partner supermarkets
* Coordinate and carry out the distribution of fresh food to distribution centres and client homes
* Hygiene and record keeping of warehouse fridges
* Provide the Foodbank General Manager with weekly reports of fresh food items collected and distributed
* Assist in the regular uplift of other food donations from our partner organisations
* Assist in the weigh-in and sorting of all stock
* Assist in the timeous delivery of food and other provisions to all West Lothian distribution centres
* Assist in ensuring all warehouse activities comply with The Trussell Trust Foodbank Operating Manual and relevant legislation
* Assist in ensuring all warehouse paperwork is stored securely and passed on daily to the admin team for entering onto the data collection system
* Assist in the management of all warehouse, van, logistics and maintenance volunteers
* Assist in the delivery of large items from the Foodbank charity shop to customers
* Together with any other reasonable duties as specified by the Warehouse Logistics Manager, 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
* Strong organizational skills with the ability to multi-task
* Good listener & empathy with client group and volunteer staff
* 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, hygiene, 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.