



36a Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP

Warehouse & Logistics Operative Job Description

Responsible to: Warehouse & Logistics Manager

Responsible for: Undertaking general warehouse & logistics tasks; Driving the Foodbank Van

Full-time: 37.5 hours **one year could be extended**

Salary: Based on real living wage

Specific Duties:

- Following all instructions and directions given by the Warehouse & Logistics Manager
- Carry out regular uplift of food donations from partner supermarkets and organisations
- Delivery of food to distribution centres, partner organisations and client homes
- Assist in the weigh-in and sorting of all stock
- 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 good teamwork amongst warehouse, van, logistics and maintenance staff and 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, CEO and Trustees to support the work of the foodbank.

Key Skills:

- Good oral communication & pleasant 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

Personal Attributes:

- Must be over 25 years old with clean driving licence
- 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

Training

- Induction, hygiene, Health & Safety training 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.