



Food and Community Trust

Warehouse Associate Job Description & Person Specification

OVERVIEW OF ROLE:

To assist in the smooth running of the FCT Warehouse in providing food to local Foodbanks and in providing food to Food charities nationally.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Packing for Foodbank Deliveries
- Delivering Food to Foodbanks in Sheffield
- Checking in deliveries as they arrive
- Picking and Packing orders accurately and in a timely manner
- Record and input stock information on supply chain management system
- Loading pallets on to lorries within prescribed timescales
- Unloading pallets from lorries within prescribed timescales
- Moving pallets within warehouse as required
- Assist in organising warehouse effectively
- Accurately set aside what is required for deliveries
- Collect food and items from collections, supermarkets and other locations
- Unloading and reloading and handballing
- Greeting and look after volunteers
- General warehouse tasks and responsibilities
- Complete any tasks required for the smooth operation of the Warehouse and Logistics
- Undergoing any training required by the FCT
- Keeping the Warehouse tidy and safe
- Staying in line with Health and Safety regulations especially in relationship to using machinery
- Operate Fork Lift Truck – forklift experience expected.
- Be friendly and polite to other staff, volunteers and to the general public

PERSON SPECIFICATION:

Essential:

- Physically fit both in terms of strength and stamina
- Full driving licence (No more than 6 points)
- Able to enter accurate information to Stock Control system
- Able to work out number of items on a pallet
- Able to work out efficient way of carry out a task
- Able to follow instructions accurately
- Able to use own initiative
- Able to work with minimal supervision
- Able to work as part of a team and alone
- Positive attitude
- Arrive on time
- Call in when unwell
- Not jeopardising the Foodbank's reputation by your behaviour
- Not sharing confidential information
- Fork Lift Truck experience
- Previous Warehouse experience

Employment Details

Contract:	Permanent (6 month probation period)
Usual place of work:	FCT Warehouse, Unit 11, Vulcan Road, Sheffield, S9 1EW
Hours:	35 hours
Holiday:	5 Weeks holiday plus Bank Holidays
Pay:	£13.40 per hour
Pension:	7% Employer Contribution