**Job Title:** FareShare Depot Development Worker

**Department:** FareShare Glasgow and the West of Scotland (FSGWS)

**Responsible to:** FareShare Operational Manager

**Job Purpose**

To structure, plan and manage the flow of surplus food, in and out of our depot and around our network, while at all times, maintaining and ensuring that the FSGWS Depot is a safe, efficient, and welcoming place to train, work and volunteer.

To support the development of our volunteers, trainees and service users, ensuring that they are fully supported and motivated to provide a high-quality service for all of FSGWS’s stakeholders.

**Key Tasks / Responsibilities**

* Ensure the distribution of surplus food to all our Community Food Members (CFMs) is safe and monitored in accordance with legislation and Move On policy.
* Maintain an ordered and systematic approach to the receiving and distribution of surplus food.
* Maintain and develop excellent relationships with CFMs
* Support, train, motivate and develop depot volunteers and trainees
* Build excellent working relationships with volunteers, suppliers, CFMs and the wider FareShare network
* Maintenance and updating of our stock management system, GLADYS and Salesforces stock system.
* Maintenance of delivery, processing, despatch, and storage area of operations
* Maintenance of food receipts, delivery, and replenishments
* Ensure adherence to / review of operational systems and procedures and suggestion of continuous improvements where necessary
* Conduct relevant operational checks on a daily basis for food hygiene, quality/health and safety requirements
* Oversee maintenance and use of equipment
* Ensure the safe operation of organisational machinery/equipment
* Comply with Health and Safety responsibilities and/or as applicable to the nature of your role / people management responsibilities.
* Managing petty cash system, ensuring volunteers are receiving accurate travel expenses.
* Ensuring adherence to company policy, systems and procedures with particular reference to safety, food hygiene, security, the environment and employment legislation
* Driving the FSGWS vans to deliver food to CFMs

This job description describes the main responsibilities of the post holder but is not intended to cover in detail all the tasks required of the post. The post holder may be required to carry out other duties as requested by management; however, these will not be unreasonable and will be appropriate to the level of post.

**Person Specification**

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|  | Essential | **Desirable** |
| Education/Training | * Good numeracy and literacy * Driving Licence | * SVQ Level 3 or above * Food Hygiene (level 3 >) * Forklift Licence |
| **Experience** | * Working in a busy depot environment * Awareness of Health and Safety and/or food hygiene legislation * Food and/or logistics industries * Stock control systems * Basic IT Literacy / Microsoft Packages * Food Insecurity | * Supporting volunteers and all trainees. * Dealing with a wide range of customers * Working in not-for-profit sector. * Previous experience working in a fast paced environment. |
| **General** | * Ability to liaise with a diverse range of people * Excellent verbal and written communication skills * Excellent planning skills * Excellent organisational skills * Commitment to organisational ethos and values * Positive approach to covering other roles within the organisation * Ability to comply consistently with policy and procedure (in particular with reference to Health and Safety) | * Flexible and open approach to development * Working with vulnerable groups, particularly young people. |

Move On staff operate as a team and from time to time, at the discretion of the senior management team, it may be necessary for staff to assist each other in their roles. A collective approach to work is, therefore, essential although members of staff have their own specific areas of responsibility