



## Depot Co-ordinator

Shrewsbury Food Hub is a small charity from a small town making a big impact. Since April 2016, we have collected over 214 tonnes of good surplus food from supermarkets, manufacturers and farms and shared it with local charities and community groups saving them money so they can do more.

Please visit our website to understand our journey so far!

[Shrewsbury Food Hub | Reduce Food Waste, Save the Environment](#)

Having recently secured funding from the national lottery. We are looking for a flexible and highly motivated Depot Co-ordinator to join our small but busy team on a part-time basis. The charity is in a period of growth, so we are looking for someone who is happy to come on board in a particularly busy time, be innovative and forward thinking and contribute positively to our onward journey.

### Terms

Hours: 18 hours per week worked flexibly between 7.30am and 3.30pm Wednesday to Friday and covering 1 Sunday in 4 on a rota basis also covering other days as required.

Salary: £24,297.00 per annum pro rata.

Holiday entitlement is 23 days plus Bank Holiday Pro rata

The opportunity is offered in the first instance on a fixed term contract until March 31st, 2025, but with the expectation to be renewed on a rolling 12-month basis dependent on funding.

### Role

The role of the Depot co-ordinator role is to work alongside and co-ordinate our volunteer teams to ensure all redistribution and depot activities are carried out effectively and safely. The role is integral to our redistribution function! We could not do what we do without our volunteer army so the Depot Co-ordinator will have a natural approach to motivating people, ensuring process is followed and has a knack of keeping all things in check!

You will be a natural problem solver, be enthusiastic and be able to think on your feet, thrive in a reactive environment and love to take on the next surplus food challenge, and there are a few!



We are looking for someone with a calm but can-do attitude who is happy to work flexibly with the team from jumping in the van doing deliveries to picking up the phone or receiving the next pallet of surplus food! Happy to work with all food types, rolling up your sleeves and getting stuck in when things get busy, is key to this role!

### Responsibilities

1. To co-ordinate and work alongside our volunteer teams in carrying out daily tasks within the depot and the community.
2. To manage effectively all incoming/outgoing surplus food that come in via the Food Hub Manager or the Redistribution Manager
3. To work collaboratively with the Redistribution Manager to ensure information flows effectively between the volunteers, including any specific requests or communication from groups who receive surplus food.
4. To ensure daily records, reports, handover, and diaries are completed accurately and in a timely manner.
5. To ensure kit and equipment within the depot is monitored and maintained, as necessary.
6. To work effectively as part of the wider team in ensuring that our operation is effectively managed through our next stage of transition and growth.
7. To contribute proactively to the development of our policies and standard operating procedures.
8. To uphold and promote our published Mission, Vision, and Values.
9. Participating fully in meetings and be happy to work in a culture of change.
10. Embrace learning and development opportunities and stay up to date with Health and Safety regulations within the workplace and working alongside volunteers.

### PERSON SPECIFICATION

	Essential	Desirable
Experience of working (employment or volunteering) in one or more of the following areas: food distribution, warehousing, or coordination	✓	
A good understanding of Health and Safety within a warehouse/depot environment	✓	
Good problem solver and competent decision maker in busy and changeable conditions	✓	
Excellent communication skills, both in-person and via WhatsApp, email, text, etc. sufficient to ensure effective information flow in an ever-changing environment	✓	
Resilient team player, able to motivate and develop people through positive approaches and leading by example	✓	
Accuracy and attention to detail	✓	



Competent to use MS Word, Excel, Powerpoint and Outlook for day-to-day information recording, exchange, and reporting	✓	
Valid UK driving licence with and access to own vehicle. Competent driver with confidence to navigate busy commercial sites and town centre rush hour driving. Willingness and confidence to drive the Food Hub van 3.5 Tonne (training will be provided) Knowledge of vehicle payloads and importance of save loading	✓	
Level 2 Food Safety & Hygiene certificate, or willingness to undergo training (which will be provided)	✓	
The ability to lift, carry and load weights of up to 12.5kg regularly and frequently during the working day	✓	
Experience in the management of volunteers and, ideally, experience of working as a volunteer or within the charity sector		✓
Experience of using Salesforce		✓
Experience of using SharePoint		✓
Experience of driving vans/light commercial vehicles		✓
First Aid Trained		✓
Fire Safety Trained		✓

To apply for this position, please submit your CV along with a covering letter outlining your relevant experience and why you are interested in joining Shrewsbury Food Hub and why you would be a perfect fit for our team.

Applications should be sent to [tammy@shrewsburyfoodhub.org.uk](mailto:tammy@shrewsburyfoodhub.org.uk) as soon as possible – informal enquiries can be made to 07399 039292 or applications can be personally delivered to our depot in Battlefield.

**Closing Date 8<sup>th</sup> November 2024** – Please note we may close the advert sooner if sufficient applications are received.