Store House Coordinator

Person Specification

Job Summary

MRCT is a 27 year old Harlow based charity that works to support people in and around Harlow by giving aid through food and other essential items when in crisis. We also run a drop in centre for people will learning difficulties or needing other kinds of social support: The Maybury Open Door.

Harlow Foodbank has been operating since 2009. We currently takes in and distribute around 100,000 Kg of food annually, this amounts to over 4,000 food parcels to people in crisis.

All food we get comes to our Store House on the outskirts of Harlow which also houses our main office and a drop-off point for other projects.

Based at Housham Hall Farm , Matching Tye, CM17 0PB this part-time role supports volunteers to receive, sort, store and pack donated food ready to be dispatched down to the Foodbank in Harlow Town Centre.

Working from 8.30 am to 1.30 pm weekdays the post holder should be a disciplined self-starter able to support a diverse range of volunteers each day as well as occasional groups of up to 8 volunteers from local businesses. The Store House is also supported by around 10 volunteer drivers who pick up from local supermarkets and other venues as well as transporting food parcels to the Foodbank. Like the in-house volunteers the drivers need to be coordinated and given clear instructions on a daily basis.

The post holder must have a driving license and preferably forklift experience (though this could be learned on the job) in order to be part of our transport team when not working alongside in-house volunteers. The job requires the capacity to lift quantities of up to 25kg in order to ensure that volunteers have the food they need to pack each day and to help load and unload these into our vans.

With an aptitude for logistics and capability in simple but accurate data entry (to record incoming and outgoing food) the right person should also be ready to meet the many and varied people who generously drop off food to us: from schools to Scouts, businesses to local clubs we meet all kinds with a ready welcome and friendly smile.

The Foodbank also undertakes many other relationship-based activities with partner agencies, donors and voluntary agencies in the town. The role needs flexibility to adapt to the various offers that come our way: our motto is to ‘always say yes’, being ready to serve our neighbours in need and take advantage of help with initiative, positivity and imagination.

DESIRABLE SKILLS:

- Ability to plan and organise the day to day running of the Store House
- Strong interpersonal skills including the understanding to support disabled and vulnerable people
- Good communication - both written and oral

- Relationship management with outside partners
- Write clear and precise reports
- Driver with clean driving license

PERSONAL ATTRIBUTES:

- Ability to work unsupervised
- Ability to work under pressure and to deadlines
- Honesty and integrity
- Ability to lead and work as part of a team
- Value all the people who come into contact or work with MRCT
- Respective of the Christian values and principles of MRCT

TRAINING:

- Fire Marshalls
- First Aid
- Manual Handling
- Basic Food Handling / Storage (ambient)
- Induction Training – Procedure for welcoming service users

For your information and application process:

The person currently doing this task is being promoted to a role in an expansion of our work and will be your line manager. He will offer sound know-how and on-hand support in the post during the induction period.

We are recruiting on a rolling basis as we are ready to employ – we will set an interview deadline when suitable candidates have come forwards.

You are welcome to visit the site: directions are here

https://mrct.org.uk/wordpress/wp-content/uploads/2021/03/Store-House-Map-03-2021.pdf

A video of the operations in the Store House is available here:

https://youtu.be/IVNAXC2sZ8g?si=MtzZxogKPcyl1Mag

If you are interested in the role please register your interest with a short summary of why you are suitable for it to alisonkeir@mrct.org.uk – we will then return to you with more information.

If you have any questions before then please call 01279 724515.

Job Description

Job Title:	**Harlow Foodbank Store House Coordinator**	**Job Category:**	MRCT Logistics and volunteer support
Base Location:	Unit 8 Housham Hall Farm, Harlow Road, Matching Tye, Harlow CM17 0PB	**Reporting to:**	MRCT Food Support Logistics Manager
Salary:	£17,550	**Date contract started:**	
Position Type:	Part-time	**Hours worked:**	25 hours per week, weekdays 8.30 - 1.30 salary is pro rata on £24,570 per annum

Job Summary:

Since 2009 Harlow Foodbank has offered crisis food support to the town, redistributing items donated from Harlow neighbours to households in dire need. Our Food bank is Trussell Trust affiliated. Its operations are dispersed across 2 main venues. The Store House manages the collection, receipt, storage and packing of food, and the dispersal of crisis food to people referred to us happens in two 'satellite' venues.

The main satellite is in the town as one of four MRCT projects now delivered from the former Wilko shop in the Harvey Centre. A second Foodbank Satellite operates at Harlow's Salvation Army one day per week. We also work in partnership with the Bishops Stortford Foodbank. The postholder liaises daily with the Harlow Foodbank Manager who oversees the dispensing of Food parcels at our busy Foodbank in town.

This role is responsible for the day to day activities at the Store House, managing this process through the engagement of volunteers who are supported by the Manager. Each needs clearly defined job tasks as valued members of the Foodbank team. This involves scheduling their attendance, enrolling and supporting them as trained and capable MRCT volunteers.

The Foodbank also undertakes many other relationship-based activities with partner agencies, donors and voluntary agencies in the town. The role needs flexibility to adapt to the various offers that come our way: our motto is to 'always say yes' to offers of help or donations, being ready to serve our neighbours in need and take advantage of help with initiative, positivity and imagination.

Charity mission

MRCT is a well-established Christian-based charity aiming to develop lives in our community.

MRCT promotes the value and significance of every person, empowering them to develop their potential and self-confidence. By giving support and encouragement we provide opportunities for community integration, enabling each individual to help meet local social needs in a positive and practical way.

MRCT works to the Faithworks Charter (http://acvo.org.uk/wp-content/uploads/2015/03/FAITHWORKS-CHARTER.pdf) supporting the dignity, equality and Human Rights of all people.

Job Description:

- Reporting to the MRCT Food Support Logistics Manager in line with the role of managing the Store House
- To take responsibility for the Store House building, its contents and safety and security.
- Responsible for managing the volunteer team at the Store House. Co-ordinate the volunteer working timetable to ensure the best use of human resources.
- Oversee the correct placement and storage of food in the Store House to ensure smooth flow of operations including moving items to and from the mezzanine floor with our forklift truck.
- Liaise with the MRCT Operations Manager to ensure that volunteers are trained and able to undertake responsibilities within the centre and to meet the relevant legal requirements. This could include basic food hygiene, first aid, evacuation procedures, handling & lifting, health and safety and fire procedures.
- Liaise with MRCT Operations Manager to ensure that all staff, volunteers and visitors to the Foodbank warehouse(s) are provided with protective clothing and footwear and that it is worn in the course of their designated duties.
- Responsible for issuing food boxes to/from satellite distribution sites, managing stock and content in partnership with the Harlow Foodbank Manager at the Harvey Centre and coordinator at the Salvation Army.
- To develop and maintain a strong working team amongst staff and volunteers at the Store House.
- Manage the day to day running of the Store House, stock rotation, monitoring stock requirements and stock issues including ordering and pick up of bought foods where necessary.
- Organise the resupply and delivery of food to distributors, and other partner agencies.
- To take responsibility for organising all collections, sorting and distribution of donated food from supermarkets and other community partners. Arrange the transportation of this food to the Store House.
- Bring to the attention of the Food Support Logistics Manager any concerns regarding the day-to-day operation of the Store House
- To record paperwork, co-ordinate the donated food intake and all stock out on the Trussell database.
- To be responsible for the Harlow Foodbank and other MRCT vans ensuring they are correctly maintained, clean and road worthy and meet all legal requirements at all times.
- To write clear and precise reports on the progress of the work at the warehouse(s) for trustee meetings (3 annually).
- Take opportunities for further professional development and training as appropriate.
- Carry out all duties in a manner that is consistent with the MRCT policies and procedures.
- To promote the work of the MRCT / Harlow Foodbank to prospective funders, general public and to assist with practical experience and visits from a range of community groups.
- Open to working flexible hours which may include evenings and weekends. This will not be compulsory and can only be done in agreement with the Food Support Logistics Manager.
- To uphold the Christian ethos of the MRCT / Harlow Foodbank at all times.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time