**Depot Operations Assistant**

**Reporting to:** FareShare Glasgow Management Team

**Location:** Glasgow and the West of Scotland Depot

**Operating Hours:** Monday – Friday, 8am-5pm

**Working Hours**: 30 Hours per week

**Salary:** Real Living Wage - £9.90 per hour

**Job Purpose**

To maintain accurate and efficient warehouse operations, to assist with deliveries to our Community Food Members (CFM),

To support Move On volunteers in safe and efficient warehouse operations.

**Key Tasks / Responsibilities**

* Supporting Move On young volunteers and core volunteers
* Ensuring adherence to company policy, systems and procedures with particular reference to safety, food hygiene, security, the environment and employment legislation
* Assist with deliveries to our Community Food Members
* Maintain and develop relationships with Community Food Members
* Maintenance of stock system, delivery processing, despatch and storage area operations
* Maintenance of goods receipt, ferrying and replenishments operations including trigger levels, new stock
* Adhere to operational systems and procedures and support continuous improvements where necessary
* Conduct relevant pre-op checks on a daily basis for quality/health and safety requirements ie: temperature checks
* Ensure the safe operation of organisational machinery/equipment
* Comply with Health and Safety responsibilities and/or as applicable to the nature of your role.

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 and abilities.

**Person Specification**

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|  | Essential | **Desirable** |
| Education/Training | * Basic numeracy and literacy | * Food Hygiene (level 3 >) |
|  | Essential | **Desirable** |
| **Experience** | * Awareness of Health and Safety * Verbal and written communication | * Previous Warehouse experience * Stock control systems * Basic IT Literacy * Ability to liaise with a diverse range of 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