

Job Description

Depot Operations Assistant

Cyrenians Good Food Programme

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness. And that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

Compassion Respect Integrity Innovation

[Read more about us and our values](#)

1 General

Cyrenians Good Food Programme is a social enterprise that supports people through access to food, improves their health and wellbeing, and develops skills and confidence around cooking. Based at our Jane Street depot in Leith there are three main strands to the programme, each offering a refreshing and innovative approach to tackling ill health and poor nutrition; and gives people facing issues with homelessness, addiction, repeat offending and mental health challenges a 'hand up and not a hand out'. These are:

Food Redistribution – as a regional centre of *FareShare UK* (covering Central and South East Scotland), we redistribute surplus food from all sections of the food industry to not-for-profit organisations that work with vulnerable people (such as homeless hostels, community groups and children's breakfast clubs)

Food Education – includes a variety of REHIS (Royal Environmental Institute of Scotland) course provision and provides classes with 'hands on' activities that encourage healthy eating and promote social inclusion

Volunteering: volunteers from all walks of life participate in the programme. We have opportunities to support those who are socially excluded, and many of our volunteers have, or have had, personal experience of this. This is a critical and unique part of the programme that enables those who have received support to give something back to others.

The Depot Operations Assistants work within the food redistribution service. They are responsible for the operation while on shift. They will report to the Depot Operations Supervisor who has responsibility for the depot operations overall.

Main outcome expected from this appointment:

Efficient and smooth running of our operations within the processes and guidance provided.

2 Tasks and Responsibilities

The Depot Operations Assistant will be based in our warehouse in Jane Street, Leith. You will work alongside the other staff members and will have 'hands on' role helping with various tasks within the depot.

Main responsibilities:

- Data entry, storing food in accordance with the FareShare Food Safety Manual, Loading vans, assisting deliveries, reorganising stock rotation.
- Assist in ensuring that health and safety requirements, policies and procedures are adhered to.
- Maintain appropriate records of deliveries and collections, fridge and freezer temperatures and cleaning records; assist with production of reports as required.
- Contribute to the supportive environment for our volunteers through attitude and actions.
- Contribute flexibility and with professionalism to the general well being of the charity and assist in promoting the work of Cyrenians.
- Make a contribution to the overall work of Cyrenians in conveying a caring, professional image to all service users and stakeholders
- Participate in staff meetings, training and supervision.
- Undertake other duties as requested by management.

Cyrenians requires all staff to be flexible in their approach and willing to be involved in meeting the needs of the charity and clients. We expect all staff to display care, respect and a non-judgemental approach to clients, being prepared to work imaginatively towards successful outcomes.

3 Person Specification

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| Strong organisational skills, attention to details and ability to multitask in a fast-paced environment | Essential |
| Ability to cope well under pressure, make decisions, show initiative and find creative solutions to problems | Essential |
| Good customer service skills | Essential |

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| Experience of relating to people who have a background in homelessness and/or have issues with addiction, mental health, repeat offending etc. | Essential |
| Computer literate | Essential |
| Ability to work as part of a small team | Essential |
| Experience of a warehouse environment | Desirable |
| Full driving licence and willingness to drive FareShare refrigerated van if required | Desirable |
| Forklift licence or willingness to attend accredited training if required | Desirable |
| Elementary Food Hygiene Certificate (training will be provided if not currently held) | Desirable |

4 Terms & Conditions

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| <u>Employer:</u> | Cyrenians |
| <u>Line Manager:</u> | Depot Operations Supervisor |
| <u>Liaison with:</u> | All other depot staff |
| <u>Workplace:</u> | Edinburgh |
| <u>Working Hours:</u> | 37 hours per week to be worked over 5 days (Monday - Saturday) |
| <u>Annual Leave</u> | 25 days plus 10 public holidays (pro rata) |
| <u>Salary:</u> | £23,360 – £24,738 per annum (scale points 16 to 19) |
| <u>Pension:</u> | Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%). |
| <u>Disclosure:</u> | PVG membership required |

5 Application deadline and Interview dates

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| <u>Closing date:</u> | 12 noon on Monday 2 nd September 2024 |
| <u>Interview date:</u> | Week beginning 9 th September 2024 |
| <u>Stage 2 date:</u> | TBC |

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.