

## **JOB TITLE: Food Bank Assistant Manager**

### **Role Description**

Support the Food Bank Manager in the day to day running of the Food Bank, and provide cover for the Manager in their absence (holidays and sickness).

**Responsible to:** Food Bank Manager.

**Salary:** £9.30 per hour.

**Hours of Work:** 10 hours per week during the Food Bank opening hours – Mondays, Wednesdays and Fridays, 10am to 4pm. Actual hours at work as arranged with the Manager.

**Contract:** 3 months probationary period subject to review thereafter. The post is subject to all statutory regulations regarding sick pay, maternity leave, annual leave etc.

### **Specific Responsibilities**

Support the Food Bank Manager in the day to day running of the Food Bank, and provide cover for the Manager in their absence (holidays and sickness). This will include:

- Volunteer supervision, coordination, training and support.
- Managing the volunteers' rota.
- Overseeing stock control, handling and storage, and reporting to the Manager on any related issues that arise.
- Ensuring all referrals for food parcels are processed accurately and on time.

Comply with government regulations, including:

- Health and Safety
- Environmental Health
- Data protection and confidentiality

Attend mandatory training courses.

Comply with Food Bank policies and procedures.

In the absence of the Manager, bring to the attention of the Board Member Line Manager any concerns regarding the Food Bank.

**NB:** The Food Bank is currently closed to face to face contact with clients due to Covid-19 precautions, and instead is operating a delivery service to client's. When the Food Bank re-opens to clients, the Assistant Manager will be required to communicate face to face with them.

## Food Bank Assistant Manager Person Specification

Attributes	Relevant Criteria	Essential/Desirable
<b>Skills and Abilities</b>	<p>Decision making skills.</p> <p>Able to work both independently and as a team member.</p> <p>Able to delegate tasks and responsibilities to volunteer workers.</p> <p>Flexible and able to remain calm under pressures.</p> <p>Good communication skills both oral and written. Able to communicate sensitively with clients.</p> <p>Literate and numerate.</p> <p>IT: confident user of email, word processing, and internet.</p> <p>Able to act as an ambassador for the Charity.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Knowledge</b>	<p>An understanding of the challenges lead to poverty.</p> <p>Awareness and understanding of the implications of legislation relevant to the post (HASAWA, Data Protection Act 1998, Food Hygiene Regulations, Safeguarding etc.).</p> <p>Knowledge of the local voluntary and community sectors.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Relevant experience</b>	<p>Working with volunteers and/or being a volunteer.</p> <p>Retail and stock management.</p>	<p>Desirable</p> <p>Desirable</p>
<b>Additional Requirements</b>	<p>Able to drive, clean and valid driving licence, own vehicle.</p>	<p>Desirable</p>

