

JOB DESCRIPTION

Job Title

Food Team Project Worker

Contract Type

Part-time or full-time will be considered

Hours to be Worked

The standard full-time working week at Urban Outreach (UOB) is 9.00am – 5.00pm Monday to Friday with 1 hour lunch break. However this position will include some earlier starts, some evenings and may involve occasional weekend work.

Summary of Role

Jointly responsible for ensuring the smooth running of our food projects and services including the collection, storage, distribution, and the administration of food and other household essentials. The job involves supervising, training and supporting volunteers, the scheduling of work and maintaining good working relationships with a broad range of partner organisations.

Context

Current projects that the post-holder will be directly responsible for delivery of are:

Storehouse Foodbank provides weekly food parcels to those in need using a voucher system with more than 100 local agencies. People either collect them from the Restore Centre or the parcels are delivered to those who are unable to collect.

Storehouse Pantry is an evolution of the foodbank model. Working in partnership with housing providers and local churches, we are taking food and a range of wrap-around support services out into Bolton's most deprived neighbourhoods. Residents join the Pantry as 'members' and are able to select what they want from our Pantry shelves. Working in partnership with others, some of our Pantries are located within community venues. In addition our Food Team is directly responsible for delivering food out to neighbourhood venues using our purpose equipped mobile Pantry vehicle.

Local Welfare Provision provides emergency food parcels for individuals and families on behalf of the Council's crisis service. These contain a week's worth of food. We also issue gas and electricity top-ups where these have been awarded.

Winter Watch provides up to 90 vulnerable & homeless people with food, clothing, showers, & advice on weekend evenings January to March. Volunteers from more than 100 churches, local businesses and schools in and around Bolton collect food, prepare meals, provide finance and staff the cafe.

Christmas Dinner on Jesus provides 1200 hampers to struggling individuals and families containing everything they need to make a traditional Christmas Dinner - right down to crackers and party hats!

Our Bolton Lunches initiative in the summer holidays provides around 1500 free packed lunches each day to children of families on low incomes who receive free school meals during term time, but struggle to make ends meet during the long summer break.

Context (cont.)

The Food Team is also responsible for the following project which the post-holder may be required to support from time to time:

Friends of Fun Food provides practical dietary support to promote improved health, including making good food choices, shopping and cooking on a budget, preparing meal plans and building confidence in cooking. The project works with disadvantaged and vulnerable adults, families and children from school and community venues throughout Bolton.

Main Duties and Responsibilities

Juggling a variety of tasks, the post-holder will:

- Work alongside others in developing and promoting our food related anti-poverty services in accordance with the aims, objectives and values of Urban Outreach
- Serve and support clients of our food projects
- Place, process and receive orders with various suppliers
- Plan, undertake and arrange the collection, dispatch and delivery of food and other goods to and from various locations throughout Bolton
- Supervise and develop the role of our volunteers - including preparation of rotas, organizing and delivering training as required
- Maintain regular communication and good relationships with partners including our various food suppliers, public sector and not-for-profit agencies, churches, schools and businesses
- Ensure efficient storage, stock control and safety of donated and purchased food and other goods
- Set out work areas for seasonal projects involving production line work
- Keep accurate records including order details, costs, project outcomes, fridge / freezer temperature control monitoring, inputting of data and compiling brief reports using a PC or mobile device
- Stand in for and support other team members and volunteers as required
- Support UOB in facilities maintenance tasks as required
- Be familiar with all the Policies and Procedures of UOB including Health and Food Safety, and abide by them at all times.

Person Specification

<u>Essential Criteria</u> This role will suit people who:	<u>Qualifications Required</u>
can accept the Charity's vision, aims and objectives and support its Christian ethos	This role involves some direct contact with vulnerable people, requiring a Disclosure and Barring Service (DBS) check. We can arrange this.
are friendly, enthusiastic, supportive and able to use their initiative, working as part of a team	Use of a vehicle for work and holding a full UK driving licence with suitable vehicle insurance.
possess a high level of integrity and discretion	Able and sufficiently experienced to drive smaller Urban Outreach 'transit van' type vehicles.
are able to guide, supervise and support groups of volunteers	<u>Desirable Criteria</u>
are able to relate well to people including staff, clients (families, adults and children) and individuals from other organisations	Experience in leading and developing projects
are willing and able to attend training to refresh and develop their skills and knowledge.	Possessing good practical DIY skills
are good at talking to people and listening to them.	A qualification and/or experience in Logistics / Supply Chain Management / Food Safety / Customer Service
are computer literate – including a good working knowledge of Microsoft Office and competency in data inputting and data monitoring	Experience of working with food suppliers, public sector and charitable organisations
possess good organisational skills and the ability to plan and prioritise	Experience of working with vulnerable and needy people
are able and willing to identify and observe exacting health and safety and customer service standards	A full clean UK driving licence. Permitted, able and sufficiently experienced to drive Category 1 (C1) medium sized Urban Outreach vehicle(s) up to 7,500kg.
are able to participate in the physical moving and handling of heavy goods	
able and willing to work outside standard working hours as determined by needs of the job	

Post Holder: _____

Date: _____

Chief Executive: _____

Date: _____