

# JOB DESCRIPTION

**Job Title**

**Food Team Project Worker – Storehouse Pantry**

**Contract Type**

Full Time Permanent

**Hours Worked**

35hrs pw (will include some out of core hours working)

**Context**

In partnership with other organisations and an ‘army’ of volunteers, Urban Outreach oversees the weekly distribution of food and other household consumables to struggling individuals and families across Bolton.

In recent years we have extended our reach through an evolution of the foodbank with a project called ‘Storehouse Pantry’. With this we are taking food and a range of wrap-around support services out into Bolton’s most deprived neighbourhoods.

This post-holder will be responsible for implementing and coordinating Urban Outreach’s involvement with Storehouse Pantry including our new mobile Pantry service.

This involves the collection and distribution of food and other household consumables to various locations across Bolton, supporting Pantry ‘Members’ and volunteers, and working closely with our partner agencies.

**Job Description (Main Duties and Responsibilities)**

1. Work closely with partners including Bolton Council, Bolton at Home, other housing providers, churches, schools, agencies and businesses to deliver and promote Storehouse Pantry and related food projects.
2. Work alongside other Urban Outreach Food Team members in supporting the smooth running of food supplies and deliveries.
3. Support efficient stock control and safe storage of donated and purchased food, and the efficient ordering of fresh and non-perishable food and other essential household consumables for Storehouse Pantry.
4. Help supervise and develop the role of volunteers including preparation of rotas, organising and delivering training, and the recruitment of volunteers
5. Perform the role of primary driver for the mobile Storehouse Pantry. Maintain and use vehicles in accordance with our Driver Policy.
6. Help develop new fixed and mobile Storehouse Pantry venues and memberships in conjunction with partner organisations.
7. Support Pantry Members, helping to address food poverty and meet their broader needs in conjunction with partner agency specialist practitioners.
8. Help support customer referral and enrolment/voucher systems and deliver training
9. Promote and support the use of ‘Grub Tubs’ and other awareness raising initiatives with partner agencies.

10. Organise and support the collection of supermarket 'end of life' food across the Borough ensuring accurate and up to date records are kept
11. Keep accurate records including output and outcomes monitoring and data inputting, compiling of reports and producing summary data as required in accordance with our Data Protection policy and procedures
12. Collect feedback and good news stories to inform and promote the work of food related projects.
13. Work alongside other staff to develop, promote and improve food project work – helping to develop new audiences, partners and services; developing new food suppliers and contributors
14. Be familiar with the Policies and Procedures of Urban Outreach (Bolton) (including Health, Safety, Food Safety and Confidentiality) and abide by them at all times.
15. Undertake any other duties as may be required commensurate with the job role.

## Person Specification

*Please try to show on your application form, how you meet all the items on this specification. Your response will be used for shortlisting and interview purposes.*

<b><u>Essential Criteria</u></b>	<b><u>Qualifications Required</u></b>
Able to accept, support and promote the Charity's vision, aims and objectives and Christian ethos	This position involves some direct contact with vulnerable people, requiring a Disclosure and Barring Service (DBS) check. We can arrange this.
Proven ability to plan, organise and manage projects	Holder of a full clean UK driving licence.
Friendly, enthusiastic and supportive. Able to relate well to people. Able to build strong professional relationships with volunteers, clients and staff from other organisations	Able and sufficiently experienced to drive an Urban Outreach van / Mobile Pantry. For insurance purposes you will need to be permitted, able and sufficiently experienced to drive Category 1 (C1) medium sized Urban Outreach vehicle(s) up to 7,500kg.
Computer literate – including a good working knowledge of Microsoft Office	<b><u>Desirable Criteria</u></b>
Possessing a good attention to detail and accuracy in completing tasks in a timely manner	Proven ability to lead and develop projects
Good communication skills both written and verbal, including the ability to enthuse others about our work	Experience of working with vulnerable people
Possessing the attributes of honesty and integrity	Experience of working with food suppliers, public sector and charitable organisations
Able and willing to observe exacting health and safety and customer service standards	Access to a car for work purposes
Able and willing to take instruction, work as part of a team and to use own initiative	Experience of working with and leading volunteers
Willing and able to continuously develop skills and knowledge, and participate in training as required.	Competency in data inputting and data monitoring
	Able and experienced in giving presentations to groups