

JOB DESCRIPTION

Job Title: Food Project Assistant

Hours of work: 35 hours per week

Location: Millbrook, Southampton

Responsible to: SCM Head of Operations

Purpose of role

The Food Projects Assistant is responsible for overseeing all activities within the Southampton City Mission (SCM) warehouse, working in conjunction with the Marketplace and Basics Banks (Food) Managers to ensure a high standard of food and clothes management across both projects. The role includes the implementation of the stock management system and assisting in the management of the clothes donation process.

Key Responsibilities:

Food and Clothing Management Implementation

- Ensure the implementation of the stock management system within the SCM Warehouse to ensure an efficient and effective process
- Oversee stock for both Marketplace and Basics Bank projects including ambient, frozen and chilled foods and clothes whilst organising all incoming and outgoing stock
- Responsible for bulk food orders from Food & Community Trust (or similar) as required in conjunction with project managers
- Act as the point of practical contact for the warehouse volunteer team
- Responsible for end of session collection and returning of funds and leftover stock at Marketplace venues throughout the city on Tuesday, Wednesday & Thursday each week
- Oversee food stock levels across all Marketplace venues
- Prepare weekly stock control sheet for all Marketplace and Basic Banks venues on Monday and Tuesday each week
- Responsible for organising Marketplace stock in the SCM warehouse to ensure readiness for the van team on Tuesday and Thursday mornings
- Checking Fareshare delivery notes against what has physically been delivered, following up with Fareshare if any ingredients are missing or shelf-life information is required; subsequently distributing important information to stock teams

- As part of the SCM team, cover critical volunteer gaps on both project teams when required including driving duty cover
- Providing assistance to the Basics Bank and Marketplace Managers as required

General

Any other tasks that arise which are necessary to ensure the ongoing effectiveness of the Basics Bank and Marketplace operations and any other tasks that may arise from time-to-time which SCM deem appropriate to fulfil the delivery of its Objectives.