



Warehouse Assistant

Hours: 10 hours per week (Monday & Tuesday mornings with flexibility)

Contract: 6 Months Fixed Term, to 31st March 2027 - with potential extension

Remuneration: Real Living Wage Employer - £13.45 Per Hour

Location: Head Office, Westlea, Swindon / Various locations

Reporting to: Sharon Dowler - Warehouse Manager

Department: Operations / Warehouse

Overview

Swindon Food Collective is Swindon's only food bank, providing emergency food parcels designed to support individuals and families for 3–5 days. The organisation operates more than 20 food donation and collection points across Swindon, alongside a warehouse in Westlea and 12 distribution centres throughout Swindon and the surrounding areas.

With a team of 10 staff members and more than 130 volunteers, this role reports directly to the Warehouse Manager and is essential to the smooth running of the organisation. The successful candidate will be responsible for recording and weighing stock at the warehouse and sorting a range of food and non-food donations into organised locations, co-ordinating a range of warehouse volunteer activities on Tuesday's.

Key Responsibilities

- Co-ordination of non-food stock, sorting and pricing
- Co-ordination of volunteer team, up to 8 people, providing guidance and support
- Provide training to new volunteers for non-food stock
- Assemble Distribution Centre stock orders at the request of the Warehouse Manager
- Use of Warehouse equipment such as weighing scales, pallet truck etc
- Demonstrate flexibility and a willingness to assist with additional tasks as required.

Essential Skills and Experience

- Ability to co-ordinate teams
- Ability to methodically plan, organise and manage warehouse operations
- Good interpersonal skills to train, encourage, support and inspire people
- Good communication skills both written and verbal
- Good knowledge of Health and Safety requirements
- Ability to work under pressure and to deadlines
- Computer skills; ability to input data into operating systems