
Our Mission: To reduce the impact of food poverty on people in crisis in the Swindon and district area.



Temporary Warehouse Assistant (Harvest/Christmas)

5th October – 23rd Dec 2022 for 10 hours a week @£10 per hour to be worked flexibly according to need (Wednesday/Thursday/Friday). Reporting to the Manager Swindon Food Collective

In General

- Be able and willing to lead and manage, carry out and/or support all job roles within the warehouse
- Demonstrate an understanding of the needs of the volunteers, donors and other employees

Key Tasks and Responsibilities:

- To oversee, coordinate and undertake the collection, sorting and storing of donated foods
- To manage teams of volunteers, inducting them into the health and safety policies and procedures operating within the warehouse and supervising their actions and tasks whilst they are working in the warehouse
- To store and rotate stock according to date order
- To undertake and supervise all high storage tasks and activities to ensure safety
- To undertake and oversee the correct data input of weights and stock into the warehouse system
- To collect and collate all relevant donor information as appropriate, passing to administration for responses, thanks you letters and acknowledgement etc.

Key Skills:

- Strong warehouse stock management skills
- Excellent ability to plan, organise and manage operational services
- Good communication skills both written and verbal
- Strong interpersonal skills to encourage and invigorate people
- Driver with full, current driving license
- First Aid, Health and Safety, Manual Handling experience/knowledge

Personal Skills:

- A self-starter with the ability to work unsupervised
- A team player; ability to work with, coordinate, support and motivate different teams of people
- Ability to work under pressure and to deadline
- Be willing to equally value and accept all people that come into contact with the organisation
- Be physically fit as the position will include lifting & movement of stock.

Training Available:

- In-house Induction

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About Us:

Swindon Food Collective (SFC) is a food bank formed in July 2018 following the closure of the previous food bank in Swindon. There are currently 10 centres where people are referred by approved agencies to collect food, personal toiletries and household cleaning products. These centres are supported by a central warehouse where donated stock is delivered by our drivers, sorted by our warehouse volunteers and stored on warehouse shelving. Deliveries to the centres are also prepared for distribution from the warehouse.

All operations are supported by 4 part-time members of staff and a large group of volunteers. There is a board of trustees who alongside their roles as trustees also volunteer to help support all operations within the warehouse and distribution centres.

The service we provide is reliant on our hardworking staff, volunteers & trustees. We are a diverse group of people spanning all ages (18 to 80) bringing experience from professional and non-professional working back grounds.