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## **Driver / Warehouse Assistant**

**Hours:** 10 hours per week (Wednesday & Thursday mornings, event logistics cover, with flexibility)

**Contract:** 12 Months Fixed Term - 31st May 2027, with potential for extension

**Remuneration:** Real Living Wage Employer - £13.45 Per Hour

**Location:** Head Office, Westlea, Swindon / Various locations

**Reporting to:** Des O'Hara - Logistics Manager

**Department:** Operations

### **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 Logistics Manager and is essential to the smooth running of the organisation. The successful candidate will be responsible for collecting food donations from various locations across the local area, recording and weighing stock at the warehouse, and delivering sorted donations to local distribution centres. During quieter periods, support within the warehouse will also be required, including sorting and organising stock.

### **Key Responsibilities**

- Represent Swindon Food Collective professionally and positively at collection points, distribution centres, schools, events, and partner organisations.
- Collect and deliver food donations across Swindon and surrounding areas.
- Accurately record and log incoming stock within the warehouse.
- Support warehouse operations, including sorting and organising donations when required.
- Follow manual handling procedures when lifting and moving donations, collections, and deliveries, including heavy boxes of canned food.
- Carry out vehicle safety checks and ensure vehicles are clean, roadworthy, and compliant with operational procedures.
- Report any vehicle defects to the Logistics Manager for action to be taken.
- Demonstrate flexibility and a willingness to assist with additional tasks as required.

### **Essential Skills and Experience**

- Full UK valid driving licence
- Strong organisational and methodical working practices
- Good communication and interpersonal skills
- Basic literacy and numeracy skills
- Ability to lift and handle heavy boxes and crates of food

### **Desirable Skills and Experience**

- Experience of driving commercial vehicles
- Good understanding of Health & Safety procedures