



Job Description

Operations Coordinator

Line Manager: Managing Trustee, Stockport Foodbank

To ensure the satisfactory day to day operations of Stockport Foodbank across its various areas of activities, specifically including:

Food supplies from Supermarkets

- Regularly visit key locations to re-enforce our relationship with stores and their staff
- To maintain the regular supply of donated food from partner supermarkets
- Reactivate dormant donors, looking for new opportunities
- Ensure satisfactory merchandising, manage driver rotas for pick-ups
- Explore the opportunities for, and organise, food collections

Foodbank Centres

To monitor all Centres to ensure they operate in line with central guidelines, policy, practices, training, and that issues relating to product and practises are communicated and implemented at each centre.

Ensure a consistent operation across all centres in line with SFB policy and Trussell Trust policies and guidelines, specifically including:

- Volunteers – maintaining sufficient volunteer levels across all group activities
- Administration and processes – welcome, food parcels, signposting
- Maintain sufficient food supplies at all centres and maintain the strategy behind non-core items to ensure group consistency
- Policy Management – monitoring and maintaining all policies necessary to the Foodbank operation.

Warehouse

Stock control - to have an oversight on stock levels and to be aware of purchasing/appeal requirements.

Drivers

To maintain a schedule of volunteers sufficient to meet the collection requirements of all our food donors and supermarkets both regular and ad hoc.

To manage the schedule of our employed driver.

Other Duties

- Represent Stockport Foodbank at 3rd party groups relating to its operations such as Sector 3 and the Stockport food network
- Corporate volunteers – create and manage relations with all corporate volunteers
- IT management relating to email providers etc
- To provide email and phone support as required
- To provide a bi monthly headline summary report of activities for the Trustees.