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**Warehouse Coordinator Job Description**

**Accountable to:** The Warehouse Manager

**Salary:** £15,600 pa

**Hours:** 30 hours per week – flexible Monday – Friday inclusive.

**Leave:** 22 Days pa

**Duties**

* To work as directed by the Warehouse Manager and Operations Manager support the general daily warehouse work activities as needs require.
* Comply with management guidance to ensure all nominated work responsibilities are completed in the most effective manner to assist in the achievement of daily work targeted objectives.
* Support our volunteer network
* Vehicular – unloading and loading as directed.
* Utilisation of the warehouse fork lift.
* Ensure the wearing of all necessary PPE, thus maintain the safety of both yourself and others you may work with.
* Maintain a clean and tidy work environment.

**Person Specification**

**Essential**

* A strong communicator
* Attention to detail
* A willingness to work flexibly
* Good basic IT skills
* A current clean driving licence with access to own vehicle
* A strong commitment to equality and diversity

**Desirable**

* A level 3 qualification in food hygiene
* Food sector experience
* Forklift operator or willingness to learn