



## JOB VACANCY – Driver/Warehouse Supervisor

<b>Job Title</b>	<b>Driver/Warehouse Supervisor</b>
<b>Salary</b>	£13.45 hourly (£25,878 pro rata)
<b>Term</b>	Permanent
<b>Location</b>	Unit 10, The Space Place, Alphin Brook Road, Marsh Barton, Exeter, EX2 8 RG
<b>Reporting to</b>	Exeter Food Action Manager and EFA Trustees
<b>Hours</b>	10 hours to include Thursday and Friday on site at the warehouse.

Hours will not be exactly 5 hours each day and there will need to be flexibility over other times to support the needs of the charity. This will be discussed at interview.

Some evening and weekend work to be expected but will be agreed in advance

**Purpose of Role**

Exeter Food Action is a small charity with a paid workforce of three and a large volunteer workforce of 65. The Driver/Warehouse Supervisor works with Exeter Food Action and FareShare South West delivering vital food supplies to Community Food Member (CFM) frontline organisations across Devon.

The Warehouse and Driver role involves collecting surplus food from local suppliers and retailers, managing incoming goods, storage and dispatch of goods from the warehouse to all organisations receiving surplus food to high levels of compliance and service. The role includes working alongside and supervising volunteers in the warehouse and as drivers' mates.

Training and Induction will be provided.

**Closing Date** 3<sup>rd</sup> May 5.00pm

For any more information about this role please contact:

Wendy Kearns, EFA Manager, on 07880 814064 or [info@exeterfoodaction.org.uk](mailto:info@exeterfoodaction.org.uk).



## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Full clean Driving Licence	E	
Experience driving a 3.5 tonne van.		
Strength and ability to move crates of food and goods (training will be provided)	E	
Commitment to working with fairness, equality and respect	E	
Experience in a customer-facing role	E	
Food Safety and Hygiene Level two (training will be provided)	E	
Understanding of food waste and Exeter Food Action's purpose		D
Experience working with volunteers		D
Manual Handling Training (training will be provided)		D

## **Application Process**

Please send your CV and a personal statement that describes how you meet the person specification to The Secretary for Exeter Food Action by email or post:

[secretary@exeterfoodaction.org.uk](mailto:secretary@exeterfoodaction.org.uk)

Exeter Food Action, Unit 10, The Space Place, Alphin Brook Rd, Marsh Barton, Exeter  
EX2 8RG

## **Closing Date**

3<sup>rd</sup> May 5.00pm

Interviews will follow w/c 4<sup>th</sup> May with dates to be confirmed. All those invited to interview will be asked to provide details of 2 referees.