Job Title: Brighton Food Bank Team Member
Hours: 21 hours (with potential for 28 hours)
Salary: £13 036.34 (£21 728.24 pro rata, BHCM Band A)
Annual: Leave: 17 days (28 days pro rata)

JOB DESCRIPTION

Summary of Main Responsibilities:

1.) Coordinate the packaging of the food parcels being delivered to clients or picked up by clients.
2.) Coordinate the process of receiving and sorting food donations.
3.) Commit to being a part of a team.
4.) Maintain an organised and efficient working environment for the food bank.
5.) Represent BHCM at all events and in churches.

Main responsibilities:

1.) <u>Coordinate the packaging of food parcels being delivered to or picked up by clients.</u>
- 1.1. Package food parcels to be delivered to clients.
- 1.2. Physically transport food parcels downstairs (heavy lifting involved).
- 1.3. Assist volunteers in loading food parcels into vehicles
- 1.4. Answer the door to clients who are collecting food parcel, greet, and chat with them.
- 1.5. Identify the physical, emotional, and spiritual needs of clients and offer prayer support.

2.) <u>Coordinate the process of receiving and sorting food donations.</u>
- 2.1. Deal with regular deliveries, lifting boxes and unpacking boxes.
- 2.2. Coordinate receiving donations and receive donations in a friendly manner.
- 2.3. Ensure that all shared spaces are kept clean and clear for the use of others using the space.
- 2.4. Identify opportunities from where donations can be received.
- 2.5. Participate in supermarket collection days.
- 2.6. Coordinate stock rotation and storage of perishable items, discarding in inedible produce.
- 2.7. Ensure shelves are stocked during and at the end of each day.

3.) <u>Commit to being a part of a team.</u>
- 3.1. Assist with administration, answering emails and phone calls and completing general tasks.
- 3.2. Maintain good communication with other staff and volunteers
- 3.3. Help build bridges between BHCM and the surrounding community.
- 3.4. Bring ideas that could develop the work of BHCM.
- 3.5. Bring creative ideas for social media posts, share photographs and videos with Head Office team.
- 3.6. Participate in all team meetings and prayer meetings on working days.

4.) <u>Maintain an organised and efficient working environment for the food bank.</u>
- 4.1. Maintain high levels of cleanliness in the entrance, staircase, delivery/collection room, food shop, store rooms, and other food bank areas.
- 4.2. Maintain temperature records of food bank fridges and freezers.
- 4.3. Maintain general waste and recycling.
- 4.4. Complete a Food Hygiene Certificate and any undertake any other training required.
- 4.5. Bring to the attention of the Brighton Food Bank Team leader any items of equipment not functioning as required.

5.) <u>Represent BHCM at all events and in churches.</u>
- 5.1. All our staff must strive towards fulfilling our vision.
- 5.2. All staff members are expected to be at BHCM events.
- 5.3. All staff members will be expected to represent BHCM by making presentations in churches and producing written reports for publicity.

PERSON SPECIFICATION

People Skills:
Communication skills, verbal and written.
Patience and self-control with difficult characters.
Responsive to varying crisis situations.

Strategic Skills:
Decision making skills.
Organisational skills.
Ability to work individually and within a team.
Flexible working hours to work with other colleagues.
Active in putting ideas forward.

Personal Skills:
Active Christian.
Active church goer.
Honesty and integrity.
Sense of humour.

Desirable:
Experience of working with vulnerable adults.
Valid UK driving licence.

Occupational Requirement: It is an occupational requirement that the Brighton Food Bank Team Member demonstrates a clear commitment to the Christian faith.

Informal chat before Thursday 4th August 2022.
(Please book a time by contacting office@bhcm.org.uk)

Application closing date Friday 5th August 2022 at 5pm.