



## Job Description

**Post: Warehouse Operative (FareShare NI)**

**Reporting to:** FareShare NI Deputy Operations Manager

**Location:** Central Park, Mallusk (Northern Ireland)

**Hours:** 35 hours per week

**Duration:** Permanent subject to funding (currently annually)

**Salary:** NJC Scale 4 point 11 £21,748

**Benefits:** 5% contributory pension scheme and access to Westfield Health Care. Homeless Connect also offers 25 days annual leave in addition to recognising 12 public/bank holidays

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**Job Purpose:** Contribute to the smooth operation of FareShare NI's food collection, sorting, and redistribution service.

### Key tasks and responsibilities:

- Assist the Floor Supervisor in ensuring that the Homeless Connect FareShare NI Depot operates within the guidelines of FareShare National policies and procedures.
- Ensure goods are checked in and out in accordance with warehouse system and records are accurately maintained.
- Preparing and completing warehouse orders for delivery or pickup according to a schedule.
- Assist with development of volunteers within the warehouse as required.
- Contribute to planning and implementation of warehouse operations and systems change.
- Ensure that all health and safety procedures are followed as instructed.
- Maintain good relations and communications in all contacts with recipient projects.
- Cleaning and maintaining the warehouse to ensure a safe of working environment.
- Provide cover for other roles including van duties as required.

## **General**

1. Carryout duties in line with the organisation's policy on equality and diversity.
2. Contribute to a positive, supportive, and effective team working environment.
3. Actively participate in supervision, appraisals, work planning and training as required.
4. Undertake any other relevant duties as identified by the Operations Manager Services/CEO.

The duties of the post will be subject to review in accordance with the needs of the organisation.

## **Person specification**

### **Essential criteria**

You must demonstrate the following:

- Experience of working in a warehouse, retail or similar environment, picking, sorting or assembling orders for collection or distribution.
- Full clean driving licence for at least 1 year and at least 6 months experience driving a van.
- Problem solver and competent decision maker.
- Ability to work within a small team and use own initiative.
- Good communication skills both written and verbal.
- Good organisational skills with the ability to prioritise.
- Knowledge of workplace Health & Safety.

### **Desirable**

- Experience of taking responsibility for health and safety issues within a warehousing environment.
- Experience of contributing to planning, developing and implementing warehouse operations.
- Experience of volunteer support.