

JOB DESCRIPTION

<u>Job Title:</u>	Care Centre Warehouse Manager
<u>Department:</u>	Care Centre
<u>Location:</u>	Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG
<u>Reports to:</u>	Compassion and Justice Pastor
<u>Main Purpose:</u>	To work with and assist the Care Centre Manager and the Vineyard Church in the outworking and development of the Care Centre in line with the vision, mission and purpose of St Albans Vineyard Church.
<u>Hours of work:</u>	10 hours per week Monday (8am – 1pm) Tuesday (11.30am-1pm) Wednesday (11.30am – 3pm)

RESPONSIBILITIES & DUTIES

FEED Sessions

- To ensure all who come are treated with dignity and respect thus adhering to The Vineyard Care Centres vision, mission and values set out by The Vineyard Church.
- Open up and coordinate set up and set down for FEED sessions (currently Monday and Wednesday)
- To support Tuesday Oakland students

Warehouse/Stock

- To work with Care Centre Supervisor in facilitating supermarket collections
- To work with the Care Centre Supervisor to order food or gain donations when food is running low
- To monitor and coordinate stock levels across the warehouse, shop floor and emergency bags, in line with FEED requirements
- With the Care Centre Supervisor, to maintain records of incoming and outgoing food supplies
- To oversee/build team and to partake in dating, sorting and storing of food
- To keep warehouse clean
- To work with Care Centre Supervisor and Buildings Manager to ensure Warehouse and associated facilities are in line with Health and Safety regulations and daily checks are covered

Team

- To attend team briefing meetings and pass on information to team members who have missed the meeting
- To oversee volunteers collecting food from supermarkets/local businesses
- To work with Care Centre Supervisor in overseeing warehouse volunteers, recruiting and ensuring forms are given and create rota
- To create volunteer set up and set down team for FEED
- To prayer with and support warehouse team as required

Other requirements

- Comply with all Church operating policies and procedures, including health & safety and safeguarding policies
- Contribute to the effective running and development of the Church
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line of Management

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic GCSE's or equivalent 	
SPECIAL SKILLS	<ul style="list-style-type: none"> • Good communication with adults • Leading volunteer teams • Problem solving • Physically able 	<ul style="list-style-type: none"> • Motivational • Driving Licence
WORK / VOLUNTEER EXPERIENCE	<ul style="list-style-type: none"> • Previous Supervisory experience • Team leadership 	<ul style="list-style-type: none"> • Ministry
KNOWLEDGE	<ul style="list-style-type: none"> • Health and Safety • Culturally aware 	<ul style="list-style-type: none"> • Biblical / doctrinal
SPECIAL FACTORS RELEVANT TO THE POST	<ul style="list-style-type: none"> • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of St Albans Vineyard Church • Strong personal faith • Clear DBS 	Member of St Albans Vineyard Church

COMPETENCIES	<ul style="list-style-type: none">• Organisation & Administration• Team leadership• Management
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