JOB DESCRIPTION

**Post:** Community Fridge Coordinator

**Salary**: £ 11.44 per hour, 2 year fixed term contract

**Responsible to:** Community Development and Volunteer Manager

**Hours:** 16hours per week.

**Vision**

WHCE exists to improve the quality of life for people in West Howe through social

events and capacity building. Creating opportunities to connect, be active, learn,

give, and raise awareness.

**Job purpose and objectives**

* WHCE Community Fridge helps cut food waste, build stronger bonds within the community, and redistributes good quality food. Food waste is a big issue in the UK and beyond, it is estimated that a third of all food gets wasted. Most of this is avoidable and could have been eaten had it been better managed.
* The role will work to reduce food waste through running: free access sessions for the Community and to work with the Community Cook providing nutritional food for educational community sessions on how to make use of surplus food.

**Main Duties and Responsibilities**

**Community Fridge Management**

1. Keeping the fridge room clean and tidy and following Food Safety guidance.
2. Responsible for signing food in and out of the fridge.
3. Can log weights/keep records of foods being signed in and out of fridge.
4. Monitoring fridge temperatures and recording daily.

**Community Fridge Resourcing & Promoting**

1. Speaking to local produce suppliers to gain more waste food for the fridge to distribute
2. Co ordinating the volunteer drivers to produce suppliers and collecting food
3. Attending local events supporting and developing links to grow the waste food collection, continually helping to cut food waste, and providing opportunity for surplus food to be available to people in the community.
4. To work with the Community Cook to develop activities such as Community Family Cooking when appropriate.
5. Supporting the recruitment of volunteers as we develop and grow the Community Fridge.

**Health & Safety**

1. Provide a safe environment that protects all staff/volunteers, and the public.
2. Comply with all Health and Safety (H&S) regulations in accordance with WHCE’ H&S Policy.
3. Report any maintenance or H&S issues in the fridge to the line Manager.
4. This role involves continuous manual handling of stock, in volume daily.

**You must have:**

* A catering qualification
* Food Hygiene Certificate (or be prepared to obtain).
* Experience of catering for large numbers
* Knowledge and understanding of Food Standards Agency and Health and Safety regulations.
* Ability to work flexibly.
* Knowledge and experience of budgetary control.
* DBS clearance.

# General

This job description is a representative document. Other reasonable, similar duties may be allocated from time to time commensurate with the general character of the post.

All staff are responsible for compliance with applicable legislation and WHCE policies and procedures as far as they affect them, their colleagues and others who may be affected by their work.

Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

The post holder will be expected to comply, observe, and promote the Equal Opportunities Policy of WHCE.

All staff have a duty to report, through the Line Management process, any aspect of service user care which warrants investigation or urgent action and to take appropriate action in an emergency. This includes sharing any information about any service user who they consider may pose a risk of harm to vulnerable adults in accordance with Safeguarding and Whistle Blowing Policies.

All staff have a duty to comply with the Company’s Data Protection Policy to ensure that client information data is lawfully gathered, accurate and up to date and only divulged in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation that is in force.

All staff are expected to carry out all relevant training required for the post.

All staff are expected to work with colleagues to cover weekend and evening opening of the Henry Brown as required.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

A DBS check will be necessary for this post.

**PERSON SPECIFICATION**

**Post:** WHCE Community Fridge Coordinator

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| Personal Attributes Required | **Essential (E)or**  **Desirable (D)** | **Method of Assessment** |
| **Knowledge and Experience**  Level 2 food Hygiene Certificate  Experience of working with customers and supporting communities  Experience and knowledge of preparing and handling food  Ability to record and ensure accurate records are kept  Knowledge of the purpose and aims of WHCE | **E**  **E**  **E**  **E**  **E** | **AF/C**  **AF/I**  **AF/I**  **AF/I**  **I** |
| PeopleHave good people and communication skills Has experience in managing and supporting volunteers | **E**  **E** | **AF/I AF/I** |
| Judgement and Initiative Ability to multitask and show organisation skills  Ability to lead/delegate and work as part of a team  Confident, enthusiastic and self-motivated  Ability to solve problems with tact and diplomacy.  Ability to plan and prioritise effectively  A positive inclusive attitude towards the local community. | **E**  **E**  **E**  **E**  **E**  **E** | **AF/I**  **AF/I**  **AF/I**  **AF/I**  **AF/I**  **AF/I** |
| Communication Excellent written and verbal communication  Ability to work with individuals at a variety of levels  Ability to represent WHCE in a professional manner | **E**  **E**  **E** | **AF/I**  **AF/I**  **AF/I** |
| Attributes Interest in customer service and helping the community  Supportive of WHCE | **E**  **E** | **AF/I**  **AF/I** |
| Confidentiality Understand and adhere to principles of confidentiality | **E** | **AF/I** |
| Other Appreciation and understanding of the importance of being sustainable and protecting the environment  Ability to work flexibly  A standard DBS disclosure will be necessary  Driving licence and access to car with business insurance | **E**  **E**  **E**  **D** | **AF/I**  **AF/I**  **C**  **I** |

**Key** AF = Application Form I = Interview T = Test C = Certificates