**WHCE Community Fridge Co Ordinator**

**SALARY:** Hourly Rate: - £11.44 per hour

**CONTRACT:** 2 year fixed term contract

**HOURS**: 16 Hours per week, with flexibility to provide occasional cover as required.

**CLOSING DATE:** Midnight 28.04.2024. We reserve the right to close the role early depending on responses which we will be shortlisted on an ongoing basis.

**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**

To Coordinate all functions of the Community Fridge, supporting and training volunteers. To promote the Community Fridge, supporting the local residents and community to reduce landfill and food waste, ensuring everyone who attends has fair access to the food supplied by local supermarkets and shops.

including supporting and training volunteers, organising, and checking daily food deliveries and pickups. Comply with all H&S regulations in line with H&S policy. Build and maintain relationships with other community fridges. Maintain records and provide relevant information to Fair Share as appropriate.

**The role of the Fridge Coordinator is to:**

* Have effective communication skills including experience in supporting volunteers
* Be able to delegate tasks to volunteers and staff if appropriate.
* Ensure fridge temperature checks are carried out and recorded, clean fridges at least once a week. Organise and check the food deliveries.
* Coordinate collection slots and deliveries via Fair Share, inform drivers and keep records.
* Check all aspects of Health and Safety and Food Hygiene are followed and recorded, ensuring the 5-star food hygiene rating is maintained.
* Work with the Community Cook to assist the delivery of the Community Cooking events.

**Additional Information:**

* Must have a Food Hygiene Certificate (or be prepared to obtain).
* Experience of working with customer and supporting communities.
* Ability to keep accurate records or fridge temperatures, cleaning logs, volunteers' hours and other administrative tasks associated with the role.

**To Apply**:

Please request a full Job Description and Personal Speciation together with an application form (HERE)

Please note we do not accept CV’S.

**Once completed please return to:** [admin@westhowe.net](mailto:admin@westhowe.net) or hand into the WHCE office.

If you need any further information or would like an informal chat, please contact the Interim Charity Manager, Julie Deller on 07793 465289.