

Job description

Title:	Driver/Stores Person
Salary Scale:	£9 per hour
Hours:	35 per week
Accountable to:	Food Bank Coordinator
Location:	Liverpool Cathedral with travel across the city

Job Summary

To provide an efficient and reliable delivery and stores service to Micah Food Bank. The role involves maintaining the food storage site, collecting donations from across the city and ensuring the prompt delivery of food to Micah Pantries.

Key responsibilities include

1. To ensure the prompt collection and delivery of all donations to Micah food bank
2. To provide call out cover on a rota basis during evenings, weekends and bank holidays, as required
3. To maintain food stores, ensuring food is stored in a safe and hygienic manner
4. To support volunteers at food banks
5. Keep any vehicle that you are nominated to drive in a good condition
6. Ensure that any issues or faults arising on vehicles are reported
7. To provide general assistance as requested, with for example the movement of various items of equipment
8. To provide cover for the stores as required
9. To undertake any other duties of a similar nature as required

Person specification

Job Title: Foodbank Stores Person

Criteria	Essential/ Desirable	Application Form (AF)/ Supporting Statement (SS)/Interview (I)
Qualifications: <ul style="list-style-type: none"> • Full, clean driving licence • Must be 25+ for insurance purposes 	<ul style="list-style-type: none"> • Essential • Essential 	<ul style="list-style-type: none"> • AF/SS • AF/SS
Knowledge & Experience: <ul style="list-style-type: none"> • Prior experience of a stores environment • A basic knowledge of food banks would be an advantage • Experience Handling Cash and/or maintaining petty cash 	<ul style="list-style-type: none"> • Desirable • Desirable • Desirable 	<ul style="list-style-type: none"> • AF/SS/I • AF/SS/I • AF/SS/I

<ul style="list-style-type: none"> • Experience as a Key Holder 	<ul style="list-style-type: none"> • Desirable 	<ul style="list-style-type: none"> • AF/SS/I
<p>Skills & Abilities:</p> <ul style="list-style-type: none"> • Good communication skills • An ability to prioritise a variety of jobs • Ability to work alone and unsupervised • Physical fitness is essential 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential 	<ul style="list-style-type: none"> • AF/SS/I • AF/SS/I • AF/SS/I • AF/SS/I
<p>Technical Skills:</p> <ul style="list-style-type: none"> • Computer literate (basic knowledge of Windows Office packages) 	<ul style="list-style-type: none"> • Desirable 	<ul style="list-style-type: none"> • AF/SS/I

The post holder must be in sympathy with the aims and ethos of the Church of England and to fully support the Mission and Values of Liverpool Cathedral.