

## Job Description

Job Title: **Depot Assistant Manager**

Reporting To: **Depot Manager**

### About The Felix Project

The Felix Project is London's biggest food redistribution charity and the largest end-to-end food redistribution charity in Europe.

Our vision is a London where no one goes hungry and good food is never wasted.

We rescue surplus food from businesses, supermarkets, restaurants and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it free of charge to London charities, schools, food banks, COVID food hubs and other organisations serving people in need. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

We are a very ambitious and dynamic young charity and we haven't stopped growing since we were founded in 2016 in memory of Felix Byam Shaw, by his father, entrepreneur Justin Byam Shaw. We recently ran a very high-profile media campaign with the Evening Standard and Independent, raising £10million to feed London. We have celebrity endorsement from Reece James, Phoebe Waller-Bridge and Jack Whitehall, Steven Fry, James May and many others.

Last year we delivered enough food for 21.1 million meals to help people in need. We have continuing major growth plans for the next 4 years, with a target of delivering enough food for 100 million meals by 2024. Because nearly all the food we receive is donated by the food industry and volunteers, every £1 of expenditure redistributes £10 worth of food.

### Purpose of the Job

The Depot Assistant Manager position is a key role in the depot operations team. The main requirement of the role is to play a leadership role and support the day to day operations in the depot, with a focus on maintaining our standard operating procedures particularly with respect to health & safety and food safety. The role will be a key part of the depot operations team and will help to induct, train and supervise volunteers.

## Duties and Accountabilities

- Support your Depot Manager in the day-to-day operations as well as provide cover in your Depot Manager's absence.
- Ensuring transport and yard is operating efficiently
- Volunteer co-ordination, training and supervision
- Resource planning and management
- Developing and maintaining relationships with local charities and suppliers
- Overseeing the depot operational data and ensuring that it is secure and accurate
- Route planning
- Actively carrying out food collections and deliveries with current suppliers and charities where needed
- Stock management and warehousing
- Management of the depot facilities and vans
- Acting as a local ambassador for The Felix Project
- Development and implementation of all local compliance policies (e.g. food handling, health and safety, volunteer policies etc)
- Increasing impact and quality of the operation
- Leadership, development and management of depot staff
- Regular reporting and measurement

## Person Specification

You will be a knowledgeable warehouse manager with experience of maintaining operating standards and supervising teams of people. You have a passion to be in a charity that is expanding rapidly and thrive in a busy environment. You will have a desire to help reduce food waste and/or fight food poverty.

## Essential skills/knowledge relevant to this role

- Warehouse experience in FMCG sector or similar
- Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes
- Successful track record in a leadership position in a warehouse environment
- Excellent people management experience and success in driving performance and accountability
- Proven track record in driving efficiency, improvement and/or supporting growth
- Proven track record in improving and embedding processes and systems to optimise operational efficiency
- Knowledge and experience of developing and implementing compliance policies within an operation (ideally food safety and health & safety)
- Ability and willingness to work in a busy environment
- Ability to work within a team of varied individuals with a positive attitude

- Meticulous organisation skills and attention to detail
- Good PC skills, particularly Microsoft Office
- Good communication skills
- Willingness to engage in physical work as part of your daily job
- Problem solving skills
- Strong organisation skills to ensure daily operations are carried out safely and efficiently

### **Desirable skills/knowledge relevant to this role**

- Committed to reducing food waste and fighting food poverty
- Flexibility in terms of working hours
- Forklift license

### **What you'll get in return**

You will be working in an upbeat, innovative charity with strong vision, ambition and a fantastic culture and leadership team. This role is located in our East London (E14 7BN) depot, but you may be asked to occasionally work in one of our other locations as part of your duties. The salary is c£28,000-£30,000 per annum (dependant on experience), 25 days annual leave + bank holidays.

Contract Type: Permanent  
Hours: 37.5 hours per week, Shift basis – 5 days out of 6. Any 7.5h between 07:30 and 19:00. Occasionally we will operate on Sundays.

#### Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to [recruitment@thefelixproject.org](mailto:recruitment@thefelixproject.org) with 'Depot Assistant Manager'. We are looking for a candidate who can start immediately.