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**Job Description**

Job title: Depot Assistant Contract type: Zero Hours Contract

Salary: £10.55 p/h Start date: As soon as possible

Location: Park Royal (W3 0RU)

Hours of work: Will vary 7:30-16:30, 8:30-17:30 (1h unpaid lunch). 5 days, Monday to Sunday. Occasional 6:30am starts may be required.

**The Felix Project**

The Felix Project is a charity that works with food suppliers and charities to reduce food waste and food poverty. We collect food from supermarkets, wholesalers and other food suppliers – food that is fresh and nutritious, but cannot be sold for various reasons. We then deliver that food free of charge to a range of charities across London who provide meals, snacks or food parcels for their clients, who include the elderly, the homeless, those with mental health issues, refugees and asylum seekers and families and children. We simply want to see good food go to good causes.

**The Role**

To help us with our operations at Park Royal depot we are seeking for a Depot Assistant with exceptional organisation skills, attention to detail and a positive ‘can do’ attitude’! The role is subject to a degree of flexibility, but initially will be involved with the following activities:

* Going out on the food delivery/collection routes, driving or co-driving
* Organising and sorting food deliveries in the depot
* Other general office support (filing, cross-checking files)
* Supporting with other projects as they occur

**Essential Criteria**

* Ability and willingness to work in a busy environment
* Ability to work within a team of varied individuals
* Meticulous organisation skills and attention to detail
* Excellent communication skills
* Willingness to engage in light to medium physical work as part of your daily job

**Desirable Criteria**

* Full UK Driving Licence (with no more than 6 points) held for at least 1 year, over the age of 21
* Flexibility in terms of working hours
* Confident to drive one of our vans
* Database experience
* Committed to reducing food waste, food poverty

**Application procedure**

Please send your CV with a covering letter demonstrating your suitability for the role to **recruitment@thefelixproject.org** with ‘Casual Worker’ in the subject. We are looking for an immediate start.