

# Job Description

<b>POST:</b>	Pantry Coordinator
<b>LOCATION:</b>	Oasis Hub Foundry and Boulton, Winson Green and Handsworth
<b>HOURS:</b>	16 hours/week (0.4 FTE)
<b>CONTRACT:</b>	3 Year Fixed Term Contract
<b>RESPONSIBLE TO:</b>	Hub Leader/s
<b>GRADE/SALARY:</b>	Grade F
<b>KEY RELATIONSHIPS:</b>	Oasis Hub FaB team; Hub Leaders, relevant Academy support staff; community partners, volunteers.
<b>WORKING PATTERN:</b>	Flexible, sessions across the week to be agreed with line manager, including hours on Mondays, Tuesdays and Wednesdays.
<b>JOB PURPOSE:</b>	To coordinate the YLP Pantry Project. the weekly opening of the pantry including deliveries and food storage. Responsibilities will also include supervising volunteers.
<b>REPORTING TO:</b>	Hub leader for line management, volunteers and academy staff.

## Organisational Context:

Oasis Hubs works to provide integrated, high-quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners.

## RESPONSIBILITIES:

1. Coordinate the weekly planning, preparation and opening of the pantry.
2. Coordinate and support the team of volunteers.
3. Oversee registration, financial and monitoring and evaluation processes according to hub policies and procedures.
4. To support the development of enterprise projects within Oasis Community hub
5. To promote and safeguard the welfare of volunteers and pantry members.

## SPECIFIC DUTIES:

- Supervise the preparation for opening the pantry each week.
- Make sure opening and closing checks are carried out.
- Oversee safe storage of food in line with FSA standards and lead the team in following the guidelines.
- Follow Safer Food Better Business for Retail guidance.
- Oversee the efficient running of the weekly deliveries.
- Communicate with and organise volunteer drivers.

- Organise volunteers for different roles during opening.
- Provide training for new volunteers.
- Identify own volunteer training needs- refer to hub leader.
- Recruit new volunteers.
- Maintain high customer service standard and Oasis values of the project.
- Oversee weekly registration of members and take funds- recording attendance and fees paid.
- Ensure any money is accounted for and safely stored- receipts and petty cash recorded as per hub procedure.
- Ensure our members have a sense of ownership in the pantry- planning time to talk and survey their feedback.
- Providing appropriate data and monitoring and evaluation information as per the Hub policies
- Ensure equipment is working well and report any issues.
- Ensure site is kept clean and tidy.
- Inform hub leader of any stock, purchases, equipment required.
- Report back to Hub leader any concerns or issues so they can be addressed.
- Identify areas which can be improved to better meet our members needs and safety– e.g., opportunities to upgrade equipment or how the pantry works.
- Encourage continual development of the pantry and related activities within the Hub.
- Be a positive role model to volunteers and pantry members- demonstrating a warm, friendly attitude and understanding that everyone needs some help sometimes, being a tangible example of the Oasis 9 habits and ethos.
- Attend regular team meetings.
- Other tasks assigned by the hub leader as relating to the food pantry.

**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# PERSON SPECIFICATION

## Pantry Coordinator

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 Food Hygiene</li> </ul>	
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Experience working with vulnerable families in difficult circumstances.</li> <li>Knowledge of safeguarding, food hygiene and health and safety practices.</li> <li>Experience of working with and supporting volunteers.</li> <li>Able to function in diverse settings and with a wide range of partners including academy and hub staff.</li> <li>Proven team player.</li> <li>Flexible approach to changes in circumstance.</li> <li>Able to take initiative and work under pressure.</li> <li>Good organisational skills.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Self-motivated, able to work alone and as part of a team.</li> <li>Reliable.</li> <li>Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with pantry members and volunteers.</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li> <li>Have a willingness to demonstrate commitment to the</li> </ul>	

	values and behaviours which flow from the Oasis Community partnerships ethos.	
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