



Chichester District

Foodbank

Together with Trussell

WAREHOUSE MANAGER

Application Pack

Welcome!

Thank you for your interest in Chichester District Foodbank!

Nobody in our community should face hunger or hardship alone. That's why we provide emergency food and compassionate, person-centred support to people referred to us in crisis. As part of the Trussell network, we are working not only to meet immediate needs, but also to address the root causes of poverty.

As the Warehouse Manager you will oversee the running of a busy Foodbank warehouse in Chichester. You will lead a team of volunteers to ensure adequate food and other provisions are available for the needs of the foodbank centres across the district.

In addition you will be responsible for the day to day operation including administrative duties, managing stock levels, transportation, collections, deliveries and legislative standards. i.e. Health & Safety/ Environmental Health within the warehouse.

We celebrate and nurture equity, diversity, and inclusion and warmly encourage applications from candidates who bring backgrounds, perspectives and insights that are underrepresented in our sector.

With warm wishes,

Sarah Adams, CEO



About Chichester District Foodbank

Chichester District Foodbank was established in 2012 in response to growing levels of hardship across Chichester district.

Today, we support people throughout Chichester, Midhurst, Petworth and Selsey. Our work is delivered by a small dedicated staff team, a committed Board of Trustees, and over 200 volunteers.

The food bank provides emergency food and practical support to individuals and families experiencing crisis, including those affected by low income, debt, illness, and delays or changes to benefits. Support is delivered through a referral system, working in partnership with local agencies and professionals to ensure people receive the right help at the right time.

While emergency food is a vital part of our service, our work goes far beyond this. We support people to access additional services such as debt advice, housing support, employment guidance, and wellbeing services - helping to address the underlying causes of poverty and build greater stability for the future.

We are committed to providing a welcoming, respectful, and non-judgemental environment for everyone who seeks our support, guided by our Christian values of dignity, compassion and community.

Proud to be part of Trussell

Chichester District Foodbank is part of the Trussell network, working alongside communities across the UK to end hunger and poverty.

Trussell supports a nationwide network of food banks providing emergency food and practical support to people in crisis. In 2025, Trussell food banks distributed more than 2.6 million emergency food parcels across the UK, with around 900,000 of these provided for children.

As part of this network, we deliver vital local support while contributing to a national movement tackling the root causes of poverty, working towards a future where food banks are no longer needed.

OUR VISION

**To end poverty and hunger in the
Chichester District.**

OUR MISSION

**Bringing communities together to end hunger
and poverty in Chichester District by providing
compassionate, practical help with dignity, whilst
challenging injustice.**

Our Values

- We are committed to justice and the ending of poverty in Chichester District.
- We are compassionate and stand in solidarity with people that need the help of the foodbank.
- We put the well-being of people served by the foodbank above everything else.
- We always uphold and protect their dignity and treat everyone with respect
- We are committed to welcoming and caring for all staff, volunteers and clients.
- We hold ourselves accountable and acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.



About the Role

The Warehouse Manager is responsible for the smooth day-to-day running of the Chichester District Foodbank warehouse, ensuring stock, deliveries, collections and warehouse operations are well organised and compliant with Trussell procedures.

You'll be coordinating warehouse volunteers, managing stock levels, organising food parcel packing, overseeing deliveries and collections, and making sure health and safety, training and paperwork are kept up to date.

The role also involves working closely with supermarkets, local businesses, schools, churches and community groups to support donations, volunteering and local events.

We're looking for someone proactive, reliable and hands-on, with a positive can-do attitude.

Key Responsibilities

1. Reporting to Foodbank CEO

- Provide the CEO with regular reports on stock levels and items needed.
- Bring to the attention of the CEO any concerns regarding the day-to-day operation of the Chichester District foodbank warehouse.

2. Trussell Trust compliance

- Ensure that all warehousing processes and procedures are followed as per The Trussell Trust Foodbank Operating Manual.
- Coordinate an annual stock take and reconciliation to verify the accuracy of data records.

3. Foodbank centre(s) & Volunteers

- Liaise with foodbank centre managers and organise the supply of food and other provisions which have been ordered by the centres.
- Coordinate the volunteer team at the foodbank warehouse.
- Ensure that volunteers are trained to undertake responsibilities within the warehouse and to meet the relevant legal requirements. This could include basic food hygiene, first aid, evacuation procedures, manual handling and lifting, health and safety and fire procedures.

4. Food store

- Take responsibility for the building, its contents, and security of the warehouse.
- Coordinate the day-to-day running of the warehouse including sorting, packing, stock rotation, monitoring stock requirements, purchasing and issuing stock as appropriate, maintaining accurate records, and disposal of unsuitable items.
- Co-ordinating the packing of emergency food parcels.
- Monitor Health and Safety, ensuring compliance with statutory requirements and good practice, including risk assessments.

5. Food supplies

- Monitor stock levels and liaise with the CEO about specific shortages and requirements, purchase when required.
- Coordinate the delivery/collection of food donated by the community.

6. Data

- Ensure that all warehouse paperwork is stored securely and passed on regularly to the admin volunteer/team for entering onto the data collection system.
- Be familiar with the on-line data system, monitoring the key data indicators (particularly regarding stock levels).

7. Supermarket Collections

- Oversee the supermarket collections in collaboration with the supermarket collection co-ordinator.

8. Corporate & Community Liaison

- Partner with local businesses to arrange corporate volunteering days and encourage food and financial donations.
- Maintain contact with schools and churches to encourage seasonal donations e.g. harvest, Easter.

9. Other

- Organise event tombola prizes and help organize stands at local events, including manning the stand.

About you: Person Criteria

Person Specification

- Experience working in community development, voluntary organisations, or supporting people facing hardship.
- Strong interpersonal and communication skills with the ability to build trust with diverse groups.
- Ability to facilitate groups and support people to share their experiences confidently.
- Knowledge of local support services and/or the benefits system.
- Ability to identify themes and turn lived experience insights into practical improvements or campaign ideas.
- Strong organisational and IT skills.

Personal Qualities

- Experience working with volunteers.
- Well organised.
- Attention to detail.
- Full UK drivers licence.
- Fit and able to lift 15kg on your own.

Essential Circumstances

- Enhanced DBS check (due to working with vulnerable adults).
- Flexible approach to working hours, including occasional evenings or weekends.
- A driving licence and access to a vehicle may be required for community engagement.

How To Apply

Closing date: 4th June

Interviews: 11th June

Ideal start date: 15th June

If you would like to apply for the role of Warehouse Manager, please send your CV and an accompanying cover letter (max. 2 pages) outlining how your experience and expertise make you suitable for this role. Also, tell us why you are passionate about joining us as our new Warehouse Manager.

Please send your application to Sarah Adams (sarah@chichesterdistrict.foodbank.org.uk)

You are encouraged to share any interview access requirements in a covering note with your application.

Your application will be stored and processed according to our Data Policy and will be deleted after six months. If you are employed by us, the information you provide will be kept securely and become part of your record with us.

What we can offer

Salary:	from £14.50 per hour, depending on experience
Pension:	3% Contribution from Chichester District Foodbank 5% Employee Contribution
Working Hours:	24 hours per week (Monday, Tuesday and Thursday)
Holiday:	25 days plus bank holidays
Location:	Unit 10, Chichester Trade Centre, Quarry Lane, PO19 8ET

Commitment to Safeguarding

Chichester District Foodbank prioritises the safety of everyone within the charity very seriously and expects all to adhere to our safeguarding policy.

In particular, Chichester District Foodbank expects anyone who becomes aware of a safeguarding risk or actual abuse to report it immediately to the safeguarding lead.

Additional Information

Website:	chichesterdistrict.foodbank.org.uk
LinkedIn:	Chichester-District-Foodbank
Facebook:	ChiDistrictFoodbank
Instagram:	@ChiDistrictFoodbank
X:	@ChiDistFoodbank
Trussell:	Trussell.org.uk

