

Abbey People CIO

Job Description – Food Hub Operations Assistant

At Abbey People, we owe our success to our people.

The ideal person for the job will be a someone with good communication skills and strong attention to detail. They will be working in a food environment following food hygiene and safety procedures. The ability to follow procedures is essential to the position.

Objectives of this Role

- Help oversee stock rotation at the Food Hub
- Ensure the Food Hub building is well equipped so that Food Hub sessions can run smoothly and safely
- Support the Food Hub Co-ordinator in receiving food donations.
- Ensure cleaning schedules and processes are being followed
- Work with the Food Hub Co-ordinator to make sure that Food Hub sessions can run efficiently and safely

Daily and Monthly Responsibilities

- Receive new donations for the Food Hub which involves weighing trays of food, recording the weights and sorting through the donations.
- Wash cloths needed for FH sessions
- Clean fridges on a weekly basis
- Defrost and clean freezers on a bi-monthly basis
- Carry out monthly stock takes of store cupboard ingredients and the freezers
- Stock management of cleaning supplies, toilet roll and hand towels. Flagging to the Food Hub Co-ordinator before things run out and/or ordering consumables directly with the Office Manager.
- Raise any health and safety issues to Food Hub Co-ordinator
- Weekly/fortnightly cleans of the toilets and kitchen.
- Keep cleaning equipment in good condition and wash parts when needed (e.g. clean/replace mop heads, empty hoover)
- Keep cleaning cupboard in good order.
- Count monthly Food Hub donations.
- Other cleaning, maintenance and organizing tasks as needed.

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Person Specification

Key Skills and Qualifications

- Organised
- Self-motivated – ability to work alone and get things done without being asked.
- Good verbal communication
- Ability to follow procedures and complete food hygiene checklists

	Essential	Desirable
Good verbal communications skills	X	
Good written communications skills		X
Excellent time management and ability to multi-task	X	
A working level of literacy and numeracy	X	
An appreciation of the impact of community food projects	X	
Experience and understanding of stock rotations		X
Experience working in a food environment		X
Experience of cleaning in a professional environment		X
A connection to Abbey Ward in Cambridge		X
An understanding of using computers in a work environment, with aptitude to learn new software and systems		X

The role involves a fair amount of physical activity, so the post-holder needs to be able to bend down to clean fridges/freezers and toilets and be able to lift and carry heavy trays of food.

Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments.