

## **JOB DESCRIPTION**

Job title:	<b>Community Fridge Co-ordinator (Maternity Cover)</b>
Hours:	<b>20 hours per week, Monday to Friday</b>
Contract type:	<b>Maternity Cover - Temporary Part time to 31 March 2023</b>
Salary:	<b>£9.90 per hour plus optional pension</b>
Location:	<b>Whitburn</b>
Start date:	<b>1 April 2022 (or as soon as thereafter)</b>
Reports to:	<b>Community Development Worker</b>
Responsible to:	<b>Board of Directors, Whitburn and District Community Development Trust</b>

### **About the Community Fridge**

Food waste is a big issue. The average household throws away £470 worth of food every year while others live in food poverty. Most food waste is avoidable and could have been eaten had it been better managed.

The Community Fridge provides access for everyone to nutritious, surplus food. It helps people save money and reduce waste. People take what they need and simply donate what they can afford.

### **Job Purpose**

This role will co-ordinate the operation of the Community Fridge to successfully cut food waste, build stronger bonds within the community and provide people with access to nutritious food.

### **Key Duties**

- Be responsible for the ordering and rotation of stock, recording all food that passes through the Community Fridge.
- Ensure all aspects of Health and Safety for the Community Fridge, its staff, volunteers and service users, including cleaning and waste disposal.
- Ensure all required policies, licences and training are up to date for the Community Fridge, its staff and volunteers.
- Liaise with local business to secure and collect surplus food.
- Measure and evaluate the impact of the Community Fridge.
- Develop advertising to recruit brunch club and service users, ensuring brand guidelines are met.
- Recruit and manage volunteers to support the Community Fridge and associated services.
- Represent CDT on West Lothian Food Network.
- Any other duties that may reasonably be required in line with your main duties.

## Person Specification

	Essential	Desirable
You have experience working in a retail environment including stock ordering and rotation and cash reconciliation.	✓	
You have experience of Microsoft Office.	✓	
You already have or are willing to take Level 2 Food Safety And Hygiene For Retail Course qualification.	✓	
You are able to work well in a team, considering the opinions of others, including colleagues, volunteers, service users, funders and supporters.	✓	
You have experience of recruiting and managing volunteers.		✓
You have experience of managing own workload and working to deadlines.		✓
You understand what food security looks like in communities, and are able to offer solutions and respite through programmes and support.		✓
You are compassionate and empathetic to the situation of others.		✓
Valid driving licence and use of a car.		✓

## How to Apply

To apply, please provide answers to the three questions below and send a copy of your CV (no more than two sides of A4) to whitburncdt@yahoo.co.uk. A strict word count is applied to your responses, please do not exceed the limit. You will receive an email receipt of your application within 24 hours. The deadline for applications is 17:00 on Sunday 6 March 2022.

\*Important: please send both your CV and questions responses as PDF files only.

1. Why do you want to do this role? What is it that motivates you to apply to work at the Community Fridge? (250 words max)
2. Using the essential and desirable criteria, please explain what relevant experience you have for this role and how it might benefit the Community Fridge Project. (500 words max)
3. Thinking about your own approach to work, when and how do you produce your best results and how do you work cooperatively to achieve them? (250 words max)

## Notes on the application process

Your application for this role will now be reviewed – with personal details redacted to avoid unconscious bias. If you are successful we will invite you to interview on Friday 11 March 2022.

If you have not heard from us by Wednesday 9 March 2022, please assume your application has been unsuccessful.

Thank you for your interest in this post.