



OPERATIONS ASSISTANT - JOB DESCRIPTION

ABOUT CITY HARVEST

City Harvest is London's original food redistribution charity on a mission to rescue food, people, and the planet! Our HQ is in Acton Central, with satellite food rescue sites in east and south London. Our mission is to alleviate food poverty across the capital and reduce industry food waste and its harmful effects on the planet. We currently rescue and deliver enough free food for over 1 million meals a month to London communities. Our work environment is dynamic and exciting. We operate from a modern office, attached to our food rescue warehouse where all the action happens. We provide a supportive working environment, and opportunities to grow and learn while making a real difference.

ABOUT THE ROLE

- Consult with the Operations Manager to produce weekly rota schedules and disseminate to the operation.
- Liaise with the Finance Team, to collate data for producing operational reports.
- Collate stock, waste data, and enter records in accordance with process.
- Coordinate team meetings and record minutes, actions, and objectives.
- Assist with the procurement of equipment and materials for the operation.
- Provide MI and performance data to the Head of Operations.
- Assist the Operations Manager to collate accurate monthly payroll data.

KEY RESPONSIBILITIES

- Collaborate with the Operations to develop an effective stock and inventory processes.
- Attend the weekly Food/Ops strategic meeting to understand and assist in coordinating inbound and outbound products from a resource and administrative planning aspect.
- Collaborate with the Food team to agree their daily food sourcing requirements and consult with our 3rd Party hauliers to arrange collections and deliveries in accordance.
- Support and administer the data entry of daily operational check point meetings.
- Administrative contribution to operational initiatives, projects, and strategic planning.

OPERATIONS ASSISTANT - JOB DESCRIPTION

ABOUT YOU

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.

DESIRED SKILLS & EXPERIENCE

- 2+ years' experience in a similar role and/or environment.
- Strong time-management and organisational skills.
- Excellent interpersonal and communication skills and the ability to build healthy work relationships.
- Ability to cope with high work volumes and perform well under pressure.
- Problem-solving skills and positive, proactive "can-do" attitude.
- Technological proficiency in relevant software – e.g. proficiency in Microsoft Office, Outlook, and Google products.

QUALITIES REQUIRED FOR SUCCESS AT CITY HARVEST

- Charitable
- Compassionate
- Community-focused
- Aspiring
- Trustworthy
- Collaborative team player

JOB DETAILS

- Job Type: Full-time, permanent, Monday to Friday
- Hours of Work: 40 (with a 30-minute unpaid lunch break)
- Salary: £30,000a pa
- Place of Work: Unit 8, Acton Park Industrial Estate, London, W3 7QE

City Harvest London is an equal opportunities employer and is committed to creating an inclusive and diverse workplace. We believe in treating all employees, volunteers, candidates, and stakeholders with fairness and respect. We value the unique perspectives and experiences that individuals from different backgrounds bring to our organisation, and we strive to foster an environment that promotes equal opportunities for all.



OPERATIONS ASSISTANT - JOB DESCRIPTION

We adhere to the Equality Act 2010 and our policy is to be fair and consistent in all aspects of our organisation. Our recruitment and selection processes are designed to select candidates based on their abilities and merits to perform the tasks required. All applications received will be dealt with confidentially and subject to our company's recruitment and selection processes. Employment is subject to satisfactory pre-employment checks and eligibility to live and work in the UK.

At City Harvest London, we embrace equality as part of our ways of working because we believe it is the right thing to do for our people, our community, and our success. We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status, or genetic information.