

# Warehouse hub manager



## Overview

**Commitment:** Food Works is looking to expand our warehouse team and have capacity to recruit for multiple permanent roles which are available from January 2026. We have a range of hours available from full time (32 hour working week), to part time and a weekend only role. Progression to a senior position is possible for the right candidate.

Food Works values a healthy work life balance, which includes 7 weeks of leave (bank holidays included). Food Works operates 7 days a week and you will be required to work regular weekend shifts and occasional evenings as part of your working week. We aim to agree working schedules with consideration for everyone's personal lives and actively work to support flexible working hours.

**Salary: £13.45-£14.66 per hour** (£11,221.14-£12,230.63 for 16 hours per week) depending on the candidate

**How to apply:** Send your CV and cover letter to [rene@thefoodworks.org](mailto:rene@thefoodworks.org) before **noon 26th June 2026**.

Interviews will take place the week commencing: **13th July 2026**.

If you would like to have a conversation about the role, or visit Food Works before you apply, please do also get in touch and we will make some time to meet you.

## About Food Works

Food Works is a volunteer led organisation with a small staff team facilitating the work of hundreds of volunteers. We embrace diversity and aim to build an inclusive workplace where everyone can thrive and contribute to our shared mission.

Let's build a city where our food system connects us, nourishes our communities, and regenerates our planet. A home where everyone can grow, share and enjoy healthy, nature friendly food. For a decade, Food Works has pioneered this change. We don't just dream of a better food system; we build it, seed by seed, meal by meal. Join us to see this vision flourish across our city. We believe in a future where our food system is a source of health, equity, and connection for all. Join us in cultivating this future.

## The purpose of this job

Food Works is building a movement for fair and sustainable food. We do this by creating inspiring food services that are both sustainable and accessible for all. Our food is sourced from business surpluses and community growing. As demand for our food is growing fast, we are looking for a motivated and organised Warehouse Hub Manager to help us run our redistribution operation. You will be responsible for coordinating our deliveries, vehicles, and volunteers, liaising directly with customers and partners, and maintaining health & safety, and food hygiene standards at our central hub to enable efficient delivery of a range of food services.

# Key responsibilities

## Core job

- Be the responsible person on site in the warehouse ensuring the safe operation of equipment and premises, complying with health & safety at work legislation
- Manage a team of diverse volunteers, to encourage a positive working environment and promote development.
- Be the expert in warehouse operations, taking charge of training others to ensure best practice.
- Actively monitor processes and activities and proactively work with colleagues to prioritise and address challenges and opportunities for improvement.
- Ensure our resources are used in the most effective manner, to benefit our people and maximise the amount of food we upcycle and redistribute.
- Ordering of consumables, equipment and other supplies as needed.
- Plan our daily collection and delivery schedules, making best use of our resources.
- Maintain our fleet of vehicles by scheduling transportation logs, monthly checks, reporting issues and coordinating repairs.
- Maintaining food hygiene standards, and being responsible for compliance to ensure food is handled and stored in a way that does not compromise the safety of food or people.
- Provide an excellent level of customer service at all times to individuals accessing our food and partners donating surplus food, responding to queries accurately and timely.
- Maintain relationships with all current suppliers of food. Taking an active role in sourcing and onboarding new suppliers.

## General duties

- Deputise for the area manager, taking charge of operations and supporting coordinators
- Undertake any other duties in line with the level of responsibility for the job and actively support the aims of Food Works Sheffield.

# Who we need in our team

To achieve our mission we need a team who actively support and embody our aims and values. That means more than just coming in to do your job. We need people who:

- care about our mission and want to contribute to achieving it;
- care about people, and enjoy working to empower a diverse and inclusive community;
- Are open to creative and new ways to solve problems;
- are collaborative, actively inviting others to contribute to their work, and generously contributing to the work of others where needed.

We'd love to hear from applicants that represent the communities we work with and welcome applications from young people, Black, Brown, Asian and Roma persons, marginalised genders, people from the Queer community and people who have a disability, impairment or learning difference. We are an employer that values lived experience at all levels of our organisation.

Specifically for this job we would also look for someone who is:

- An experienced manager of both people and resources.
- A capable organiser who can work with minimal supervision.
- Experienced in relationship management, and can get the best out of all people.
- Experienced in delivering training to individuals and groups.
- Excellent communication, customer service and conflict resolution skills.
- Good level of IT skills, in particular with G-Suite.
- Valid UK driver's licence, with physical manual handling capacity.
- Previous experience working in a food environment (desirable).
- Previous experience (and licence) operating specialist equipment such as fork lift trucks (desirable).

If you think this fits you, then we'd love to receive your application to join our team.