



GROWING COMMUNITIES
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Company No. 03438761

25 January 2012

PACKING MANAGER

Thank you for your enquiry about the above post.

Please find enclosed:

- The job description and person specification.
- An equal opportunities monitoring form – it will be detached upon receipt and the information used only as part of our monitoring process and not as part of the selection process.
- Additional information, including our latest annual report can be found on our website at www.growingcommunities.org

Growing Communities is a social enterprise run by local people. We run an Organic Fruit and Veg Scheme, the Stoke Newington Farmers Market and an Urban Market Garden.

We are currently recruiting for a Packing Manager to join our small but committed team of staff and volunteers.

For this post, we are looking for a highly organised, energetic and creative packing manager and experienced team leader, to co-ordinate all aspects of packing and delivering our weekly organic fruit and veg box scheme based in Stoke Newington, East London.

If, after reading the information, you would like to apply for this post, please email a CV and a covering letter which outlines how you meet each of the criteria in the person specification to growcomm@growingcommunities.org . Please put Packing Manager in the subject line.

Applicants will be short-listed according to how well they meet the criteria in the person specification. Closing date for applications is **5.00pm Wednesday 22nd February 2012.**

Short listed applicants will be informed by phone on or by **Monday 27th February.**

If you do not hear by then, please assume that you have not been shortlisted.

There will be a short test to complete and submit prior to the interviews, which will be held on **Thursday 1st March.**

Best wishes,

Julie Brown
Director

JOB DESCRIPTION

Position:	Packing Manager
Responsible to:	Assistant Director
Responsible for:	Team of General Support Workers and Delivery workers
Overall Purpose:	Responsible for all aspects of the packing and delivery of Growing Communities' Organic Fruit and Veg Box Scheme.

Main job objectives:

- 1) To ensure that all bags of the Growing Communities box scheme are packed and delivered accurately and on time
- 2) To manage a team of General Support Workers delivery workers
- 3) To be responsible for the preparation and administration associated with packing and deliveries, ensuring accurate records are generated and maintained
- 4) To be responsible for the logistics and equipment involved in packing and distribution of the box scheme on Wednesdays and Thursdays
- 5) To be responsible for Health and Safety associated with packing and deliveries
- 6) To assist in dealing with new and existing members of the box scheme, helping to ensure accurate membership records are maintained
- 7) To contribute to the overall strategic development of the packing and deliveries in particular and to the organisation as whole
- 8) To be an effective member of the Growing Communities' team

1) To ensure that all bags of the Growing Communities box scheme are packed and delivered accurately and on time

- Manage the 2 packing shifts each Weds – ensuring over 1000 bags are packed correctly, on time, and are delivered to the right collection points
- Quality check produce and amounts, dealing with last minute order problems with suppliers, requesting credit notes where appropriate
- Amend website and newsletter with any last minute changes to the bags
- Ensure all bags reach their destination, correct numbers and correct tags, dealing with any problems that arise on the day
- Manage the cold store on Wednesdays to ensure that produce is kept refrigerated for Thursday deliveries
- Order necessary replacement products for delivery on Thursday
- Help the deliveries workers load the vehicle every Thursday morning, ensuring that all bags are present and correct
- Trouble shoot problems with pick ups that occur on Wed and Thursday morning

2) To manage a team of General Support Workers and delivery workers

- Ensure the monthly GSW rota is filled each month and that all tasks are carried out
- Provide feedback, identify any training needs and enable GSWs to carry out tasks to the required level (via active supervision while tasks being carried out and via GSW meetings)
- Arrange and chair 3 general support worker meetings a year
- Develop new work/shifts and training as appropriate as the scheme grows
- Work with the Assistant Director to recruit new GSWs and delivery workers, arrange maternity cover etc

3) To be responsible for the preparation and administration associated with packing and deliveries, ensuring accurate records are generated and maintained

- On Tuesdays, establishing the number of bags to be packed, packing lists are generated and the organisation of the yard in preparation for packing day

- On packing day (Wednesdays) check produce in, against what was ordered; check the prices on the invoices with the records and amend the records accordingly so they are an accurate reflection of what was bought

4) To be responsible for the logistics and equipment involved in packing and distribution of the box scheme on Wednesdays and Thursdays

- Source recyclable plastic and non-plastic bags from members, purchasing recycled plastic bags when necessary
- Purchase equipment for the packing including crates, ribbons, scales according to budget approved by assistant director
- Carry out necessary emergency repairs or call outs regarding yard, cold store, milk float, assisting with problems at other collection points where possible
- Organise emergency vehicles when necessary
- Be responsible for maintaining essential equipment such as the cold store, milk float, gazebos, trolleys and tarps

5) To be responsible for Health and Safety associated with packing and deliveries

- Be responsible for the health and safety of people working in the yard on Wednesdays
- With delivery workers, ensure appropriate maintenance of milk float
- Ensure that the cold store and yard are kept clean and orderly
- Work with the Assistant Director to monitor and where appropriate develop health and safety systems for packing and delivery

6) Assist in dealing with new and existing members of the box scheme, helping to ensure accurate membership records are maintained

- Respond to emails and calls from members - ensuring all relevant information is passed on to the membership manager and recorded on the database
- Answer the phone and general email, passing on enquiries to other members of staff as necessary

7) To contribute to the overall strategic development of the packing and deliveries in particular and to the organisation as whole

- Provide feedback to the Assistant Director and membership manager to resolve issues
- Work with Assistant Director to develop logistics, packing and deliveries

8) To be an effective member of the Growing Communities' team

- Any other duties as requested by Growing Communities
- Attend bi monthly box scheme meeting once a month (Thursdays for 1 hour).
- Attend general quarterly staff meeting.
- Provide holiday cover for the ordering where required.

PERSON SPECIFICATION

Essential

- Creative and strategic project manager: you'll be able to run and develop the packing, delivery and logistics of an established weekly box scheme and have the energy and ability to improve and develop them
- Confident team leader with excellent communication skills: you'll have proven experience of supervising and motivating a team of workers and enjoy the challenges this brings!
- Excellent problem solver: reactive - you'll be working to tight timescales in an environment, which can be challenging; pro-active - you'll have the ability to develop the logistics and systems of the scheme.
- Logical, numerate, accurate: you are confident with arithmetic and able to work with numbers and weights.
- You are an energetic with stamina willing and ability to do physical, outdoor tasks in all weathers
- Practical: you have experience of basic DIY and the ability to mend and maintain equipment
- You are responsible and reliable – this is a key role in small organisation, which relies totally on the dedication of our staff to keep all our projects running 52 weeks of the year.
- Commitment to the aims of Growing Communities – you'll have an understanding of the sustainable food agenda. You'll also have a keen interest in food and be used to “cooking from scratch”
- Driving Licence

Desirable

- Experience of dealing with the public and/or sales/customer relations experience
- Basic Food & Hygiene Certificate (training will be provided)
- Experience of using databases (we use Access) and Excel
- Experience of working with food

CONDITIONS OF POST

- Fixed term, part time contract from April 2012 – March 2014 (2 years)
- 2.2 days per week/16.5hrs: Tuesday: (3 hours) Wednesday 8-6 (10 hours) and Thursday: 9am – 12.30 (3.5 hours)
- £23,022 p.a. £10,130 (pro rata)
- Discounted fruit/veg bag
- 33 days annual leave (pro-rata)
- 5 % Stake holder pension scheme
- Working from office based at: The Old Fire Station, 61 Leswin Road, N16 7NX

All posts at Growing Communities will be expected to provide occasional 'essential cover' for other staff when necessary (i.e. to cover holidays and sick days).

EQUAL OPPORTUNITIES MONITORING FORM

We monitor all applicants for employment and it would be helpful if you would complete the monitoring form attached. This monitoring information will help us check the selection decision was made on fair grounds. All information will be held in strict confidence.

JOB TITLE:

Gender: Male Female

Age: Less than 35 35-49 Over 50

Do you consider yourself to have a disability?

To which ethnic groups do you belong? (This section uses the same categories as Hackney Council.)

African Caribbean UK Black

Asian White Cypriot Greek

Cypriot Turkish Irish Orthodox Jewish

Other
(please specify)