

Job Description

Depot Operations Assistant & Driver

Cyrenians FareShare

Part time, 21 hours per week (Wednesday - Friday)

Fixed term 6 months from start date

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

1 About Cyrenians FareShare

About the service

Cyrenians FareShare is a collaboration between Cyrenians and our UK-wide partners, FareShare. We support people around Central and Southeast Scotland through access to food, creating and contributing to communities, supporting their health and wellbeing, and giving them opportunities to develop their skills and confidence.

Food Redistribution

As a regional centre of *FareShare UK*, we redistribute surplus food from all sections of the food industry to not-for-profit organisations that work with vulnerable people (such as homeless hostels, community groups, community pantries and children's breakfast clubs).

Food Sourcing

We work with local producers and wholesalers to ensure less locally grown, produced, packaged and sold food goes to waste.

Volunteering

Volunteers from all walks of life get involved at our depot, including those who have or have had personal experience of social exclusion. This is a critical and unique part of the programme that enables those who have received support to give something back to others.

About the role

The Depot Operations Assistants & Drivers work within the food redistribution service. They are responsible for the operations while on shift and report to the Depot Operations Supervisor who has responsibility for the day-to-day depot operations. This role involves manual handling.

2 Tasks and Responsibilities

The Depot Operations Assistant & Driver will be based in our warehouse in Seafield, Edinburgh. You will work alongside the other staff members and will have a 'hands on' role helping with a variety of tasks including:

- Data entry, storing food in accordance with the FareShare Food Safety Manual, and stock rotation.
- Driving, loading and unloading Cyrenians FareShare vans, delivering food to our Community Food Members and collecting donations from external suppliers.
- Assisting in ensuring that health and safety requirements, policies and procedures are adhered to.
- Maintaining appropriate records of deliveries and collections, fridge and freezer temperatures and cleaning records; assist with production of reports as required.
- Managing and supporting the volunteers who are undertaking activities for Cyrenians FareShare.
- Contributing to the supportive environment for our volunteers through actions and values.
- Being flexible in your support of the depot's day-to-day needs
- Working with professionalism in supporting the work of Cyrenians FareShare, including greeting and assisting visitors to the depot.
- Giving all service users and stakeholders a positive and values-led experience through Cyrenians FareShare
- Participating in staff meetings, training and supervision.
- Undertaking other duties as requested by management.

Cyrenians requires all staff to be flexible in their approach. We expect all staff to display care, respect and a non-judgemental approach to others at all times.

3 Person Specification

Knowledge and experience	
Experience of working in a fast-paced environment	Essential
Excellent customer service skills	Essential
Experience of working within organisational policies and procedures, including health and safety	Essential
Experience of a warehouse environment	Desirable
Qualifications and Training	
Full driving licence and willingness to drive FareShare refrigerated vans	Essential
Forklift licence or willingness to attend accredited training	Desirable
Elementary Food Hygiene Certificate (training will be provided if not currently held)	Desirable
Skills and attributes	
Ability to relate to people of all backgrounds including homelessness, addiction, mental health, criminal justice system.	Essential
Strong organisational skills with attention to detail	Essential
Ability to work as part of a small team	Essential
Flexibility and adaptability	Desirable
Good IT skills	Desirable
Calm under pressure and able to show initiative	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Depot Operations Supervisor
<u>Workplace:</u>	FareShare Depot, 5A Seafield Road, Edinburgh
<u>Working Hours:</u>	21 hours per week (Wednesday to Friday)
<u>Annual Leave</u>	29 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,967 pro rata. This equates to £14,738 per annum for a 21-hour week
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme paid through salary exchange – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%).
<u>Disclosure:</u>	PVG membership (protected adults) is required
<u>Contract:</u>	Fixed term contract 6 months from start date

5 Application deadline and Interview dates

Closing date: 12 noon on Monday 18th May 2026
Interview date: Week beginning 25th May 2026
Stage 2 date: TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.