

Stock Team Coordinator Job Description

Overview

PURPOSE: To ensure the smooth running of the Storehouse Stores Team by building and training a strong group of volunteers. To manage the range of stock from our Donation Stations and supporters.

TITLE: Stores Team Coordinator

REPORTING TO: Vicky Leonard (Storehouse Team Leader)

FEES AND TERMS: Part time position. As per contract. £18,540 pro rata (equates to £7,416 pa)

LOCATION: Normal place of work would be at the Vineyard Centre, Tudor Rd, Sudbury CO10 1NP

ACCOUNTABLE TO: The Board of Trustees at Stour Valley Vineyard Church

Specific Responsibilities

- Recruit, train and disciple Stores and Collection Teams. Discipleship is an important part of all Coordinator Roles at SVV because we recognise that our prime responsibility as a church is to make disciples. This is done through every area or ministry in church life, Storehouse is no exception.
- Coordinate Donation Stations: adding and closing them as needed in order to control the stock requirements.
- Updating the 'Need Now' lists on these Donation Stations to reflect the current stock requirements.
- To be the link person with the Supermarket Managers and to maintain good working relationships with them.

- To keep the Storehouse Face Book page up to date with stock need and Donation Station changes in order to keep the public informed.
- To oversee Storehouse Stock management and rotation, including an annual stock take.
- To maintain good health and safety processes in the Stores area.
- To Coordinate the stock flow for specific events such as Christmas, Harvest and Easter.