A logo for a charity

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Job Advert: Surplus Food Hub Operations Manager

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| Hours per Week: | 35 hours |
| Salary: | £36,000 plus 5% pension contribution |
| Contract: | Fixed term until March 2027 (with possible extension) |
| Annual Leave: | 27 days per year plus Bank Holidays |
| Reporting to: | Deputy CEO of KVA |

Kingston Voluntary Action (KVA) is a long-established and well-respected infrastructure support organisation for the voluntary and community sector in the Royal Borough of Kingston. We are an expanding infrastructure organisation with an ambitious team and a great working culture.

KVA are establishing a local surplus food distribution hub (Surplus Food Hub) which will bridge the gap between food waste and food poverty locally. The main function of the Kingston Surplus Food Hub will be to source, coordinate and distribute surplus food to our amazing food aid organisations in the borough, ensuring they can provide sufficient, safe and nutritious food to their users. We will implement and deliver the [Surplus to Supper](https://www.surplustosupper.org/) model into Kingston as per licencing agreements.

The Surplus Hub will have 3 key aims:

1. **Food Distribution.** this will be scaled over time, with the aim of sourcing, collecting and donating up to 10 tons of food per week and redistributing to community organisations
2. **Surplus Hub Kitchen.** At the Surplus Hub, a Surplus Kitchen will be run by a professional chef, cooking surplus food into nutritious meals for our communities who are vulnerable.
3. **Surplus Hub Market and Events.** We will provide catering utilising good quality surplus food for local events and run a community market.

**Job Overview:**

The Surplus Food Hub Operations Manager will be responsible for establishing and overseeing the daily operations, project management, and cultivation of supplier relationships and partnerships for the Kingston Surplus Food Hub. The role includes managing the supply chain, coordinating food distribution, fostering relationships with stakeholders, and ensuring the hub’s sustainability. Additionally, the Operations Manager will lead the team, which includes a chef and a large volunteer workforce, manage inventory and documentation, uphold food hygiene standards, and oversee budgets including developing a sustainable income model.

**Requirements:~**

* Relevant qualifications and knowledge in storing and handling fresh and ambient food.
* Appropriate experience in delivery of food insecurity projects or services at scale.
* Proven experience in the planning, delivery and project management of food, including service logistics, budget management, and evaluation of project outputs and outcomes.
* Excellent understanding of food health and safety, including the practical application of risk assessments and analysis.
* Experience in volunteer recruitment and management.
* Experience of working under own initiative, including effective prioritisation of tasks in a fast paced / changing work environment.

**Additional requirements:** Working hours may include occasional evening and weekends. Therole will be based at Malden Centre, New Malden Kingston, with some hybrid working, but will also require travel across the Borough. This role will be subject to satisfactory references and DBS check.

We welcome and encourage job applications from people of all backgrounds.

**Closing Date: Monday 25th November 2024**

**Interview Date: Week commencing 9th December**

Please note that if you have not heard from us 2 weeks after you sent your application, this means that on this occasion, you have not been selected for an interview.

**If you have any questions about the role, please ring**   
Emma Hill on 0208 255 3335.