

# COOPERATION TOWN

**Title:** Food Hub Logistics Coordinator (driving licence required)

**Rate:** £14.4 per hour

**Contract:** 2 days per week (16 hours)

**Contract length:** 1 year, with a possibility to extend up to 3 years

**Start date:** from April 2022

**Based at:** Cooperation Town Community Hub - Camden, north London, with some travel across London.

**Application deadline:** midnight on Sunday, 20 March 2022

## **About Cooperation Town**

Cooperation Town was set up in 2019 to develop a new network of community-led food co-ops, organising on streets and estates across the country.

Cooperation Town food co-ops are small buying groups, providing their members with free and affordable groceries, sourced in bulk and distributed at a very low price. Our co-ops are owned by their members and run according to local needs. Members decide collectively on how to organise and are responsible for the day to day running of the co-op. While each Cooperation Town co-op is independent, the network is designed to share resources and support across the movement.

Our vision is for a food co-op on every street in every town!

Cooperation Town currently organises in a number of London boroughs and across Lincolnshire, Greater Manchester and Birmingham. In addition, we have a large number of groups in various stages of development, ready to launch their own co-ops across the UK.

Cooperation Town is a worker co-op, run by its member-employees (who are also, usually, company directors). It operates a flat wage system, where all workers are paid the same per hour, regardless of their role or experience. We are currently looking into adapting to a social wage system.

[www.cooperation.town](http://www.cooperation.town)

Facebook: [www.facebook.com/CooperationTown](https://www.facebook.com/CooperationTown)

Twitter: @CooperationTown

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## **About the Food Hub Logistics Coordinator role**

Cooperation Town is recruiting a Logistics Coordinator to lead on the development of a new Food Hub for our network of community-led food co-ops, based in Camden, north London.

We are looking for an experienced and confident warehouse and logistics person, who is interested in building community power while working cooperatively.

The role will involve developing and coordinating a system for sourcing, storing and distributing household items to support our growing number of community co-ops across north London, and beyond.

We estimate that the Food Hub will serve around 25 small community co-ops in its first year.

As this is a new element of our project, it's important to say we haven't got a fixed idea about what the food hub will look like - this is where you come in!

However, we envisage it will include researching and sourcing food directly from suppliers, systems management, stock inventory, coordinating distribution (including driving to co-ops), as well as relationship building and partnership work with the Felix Project (our main surplus supplier), wholesale suppliers, local food projects, traders and community groups.

As a worker co-op, we operate a flat structure (no line management), and you will be expected to take an active part in the running of the organisation as a whole, supported by the Cooperation Town team. It's important to us that we all work together and, whilst there are some clear differences between this role and the current community organiser roles, the Logistics Coordinator will play an important role in the community building effort, responding to members' requests and involving them in the running of the Hub.

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## **Food Hub Logistics Coordinator Roles & Responsibilities**

- Creating bespoke food sourcing, storage and distribution systems.
- Engaging co-op members in assisting this infrastructure, particularly around shared resources, group and member participation.
- Sourcing, storing and distributing supplies to Cooperation Town food co-ops across Camden and, later on, Greater London.
- Route planning using google maps, creating route manifests and allocation schedules
- Negotiating discounts and building relationships with suppliers and food redistribution partners to ensure sufficient food supply
- Optimising cost and method of food supply and distribution
- Working with other members of the worker co-op to identify and develop partnerships, funding and other opportunities for the Food Hub, local food co-ops and associated projects.
- Managing the day-to-day relationships with cooperative members and suppliers to ensure high service standards and member / supplier compliance with cooperation Town policies
- Managing stock control and hub goods inventory systems: receiving, releasing, storage, timely delivery of items, transferring items to the correct area, correct document recording, labelling and data entry into relevant hub systems.
- Documentation of all food supply, storage and distribution processes
- Issuing, reviewing and processing invoices, packing lists and reports to help monitor and coordinate the supply needs of the co-ops network.
- Training members and volunteers on all food supply storage and distribution processes
- Ensuring that all health and safety requirements are met, that the work environment is clean, organised and safe to work in and raising any maintenance issues as a matter of priority.
- Promoting the work of the Food Hub, collaborating with partner organisations and community groups to reduce food insecurity.

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## About you

### Essential

- Driving licence.
- A track record of working in a small to medium warehouse or storage facility.
- Experience in food storage management, including using stock management and distribution systems.
- Experience using manual and electric lifting equipment.
- Understanding of food handling, food safety and all related regulations.
- A proactive nature and the ability to work on your own initiative without supervision - there are no bosses at Cooperation Town!
- Excellent communication and interpersonal skills, including the ability to communicate effectively with people with diverse needs.
- A good level of computer literacy and a good knowledge of spreadsheets, document processing and relevant software.
- Strong organisation skills and structured methods of working.
- Be able to plan and prioritise a varied workload accordingly.
- Food safety Level 2 certificate
- An enthusiasm for working in a collaborative, non-hierarchical manner as part of a worker co-op.
- An interest in food systems, building community power, developing co-operative and circular economies and a motivation to empower and support community groups and organisers.

### Desirable

- An understanding and experience of worker and buyers co-ops.
- Familiarity with and understanding of the seven cooperative principles.
- A forklift or LGV licence.
- Familiarity with communities and organisations across north London.

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## In addition

- This role will require manual handling of large food stock (lifting and moving goods, including heavy or difficult to carry items), loading and unloading vehicles, managing the store room, some maintenance and cleaning of the space.
- The legal right to drive in the UK is required for this role.

## To apply

Please send (1) a current CV and (2) a cover letter (up to two A4 pages) explaining your interest in the role and detailing your relevant (paid or unpaid) experience to [jobs@cooperation.town](mailto:jobs@cooperation.town) by midnight on Sunday 20 March 2022.

We anticipate that interviews will take place on the w/c 28 March.

We look forward to hearing from you,  
The Cooperation Town team

Please note: no recruitment agencies.