



For office use only: **VCE002**

Reviewed by: **RC/RH**

Date: **07/20**



Warehouse Assistant – Travis Perkins

Location of Position/Department: Mochdre

Responsible To: Rob Harman, Branch Manager

Time Commitment: 9-3 1 day per week

Purpose/Summary of Role:

Joining our family as a Yard/Warehouse Assistant, you'll help customers choose from a huge range of high quality products.

You'll be trained in our ways of working to fulfil orders. The key thing is to be helpful and friendly – the perfect assistant for customers that you'll likely get to know by name. When they've made their choice, you'll help them make the purchase. Safety is a priority and you'll make sure that standards never slip.

Description of Tasks:

- Stock Handling
- Stock Control
- Stock Rotation
- General Tidying
- Loading Vans and Assisting with deliveries

Training & Support:

Work Buddy: Rob Harman

- Induction to the organisation
- Full training on all aspects of the role
- Regular updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Childcare (conditions apply)

How to Apply:

- Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- Express an interest in which role you are interested in

Line Manager's Signature:

Date: