

For office use only: **VCE003**

Reviewed by: **RC**

Date: **07/20**

Second Chance – Warehouse Assistant

Location of Position/Department: Mochdre / BOCS storage

Responsible To: Richard Chance

Time Commitment: 2 x ½ day per week

Number of Placements Available: 2

Purpose/Summary of Role:

To assist with any duties relevant to Second Chance furniture storage facility and upcycle re-useable items.

Description of tasks:

- Itemising new stock items
- Cleaning/Polishing furniture items
- Organising displays
- Receiving deliveries
- Keeping area clean and tidy
- Minor repairs

Training & Support:

Work Buddy: Richard Chance

- 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: