For office use only: **VCE002**

Reviewed by: **RC**

Date: **06/21**

**Second Chance – Warehouse Assistant**



Location of Position/Department: Argoed, Kinmel Bay

Responsible To: Barbara Roberts

Time Commitment: Various

Number of Placements Available: 1

**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: Barbara Roberts

* 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: tish.calveley@creatingenterprise.org.uk or telephone 01492

588 980

* Express an interest in which role you are interested in

**Line Manager’s Signature:                                               Date:**