

Volunteer Task Profile

Volunteer Warehouse Assistant

Background	The purpose of this role is to receive goods into the Warehouse and to sort and separate goods for recycling / delivery to our retail outlets for sale.
Role Title	Volunteer Warehouse Assistant
Line Manager (job title)	Retail Operations Manager
You will need to be:	<ul style="list-style-type: none">• Calm• Motivated• Friendly and helpful.
You will need to have (skills):	<ul style="list-style-type: none">• Good communication and interpersonal skills• Ability to work in a team
Qualifications, professional skills, and accreditations/memberships/registrations	<ul style="list-style-type: none">• Experience in retail or warehouse role is desirable, but not essential.• Training and Support will be given
Tasks include (but are not limited to):	<ul style="list-style-type: none">• Greeting visitors• Receiving donations from drivers and general public• Sorting goods for recycling and to go out to the shops• Gift Aid labelling• General housekeeping
Time commitment	Minimum of one 4 hour session per week during warehouse opening hours: Mon to Sat 10am-4pm.
Location	St Teresa's Superstore & Warehouse, McMullan Road, Darlington
Disclosure required	None
General Requirements	Induction and mandatory training will be provided Must comply with St Teresa's Hospice Policies and Procedures All volunteers are required to provide proof of ID and satisfactory references
Driving Status	Not required