

## VACANCY

# Product Preparation Assistant / Transport Assistant

### (With responsibilities to FLT driving)

**Department:** Warehouse

**Reports to:** Logistics Supervisor

**Direct Reports:** None

**Designation:** Permanent (6)

**Salary:** Up to £8.52 per hour

**Hours:** 40 hours per week Monday to Friday 8.30am to 5pm (Overtime will be required in busy periods)

**Benefits / Equipment:**

Annually 28 days holiday inc. Bank Holidays (224 hours)

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service

Access to Childcare Voucher Scheme

Health Cash Plan at level 1 post probation

#### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website:  
[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

This post supports the warehouse by working in the loading bay primarily with goods in, including assisting with the unloading of deliveries; which will include the safe use of the fork lift truck. Once unloaded, you will also assist with the distribution of goods to the appropriate storage location within the warehouse. The post also requires you to provide assistance with the dispatch of goods going out, particularly recycling, again through safe use of the fork lift truck when needed.

In addition when required the role may be required to support with the processing of stock once it has been assessed by Fashion Product Assessors. Working as part of a team, the role requires, good communication skills and the ability to work at a fast and accurate pace to ensure stock is de-labeled and priced in an accurate and timely manner.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

### **Essential Requirements:**

- Basic numeracy and literacy skills
- Clear communication skills.
- Ability to de-label and price each item of stock in accordance with Company procedure without causing damage to the item or reducing its value.
- Ability to work quickly and efficiently.
- Ability to use initiative
- Holder of a Fork Lift Truck license
- Holder of a Full Clean Driving License

### **Desirable Requirements:**

- Ability to carry out lifting in line with manual handling training
- Ability to move roll cages and other equipment in line with health and safety training
- Prior experience of working in a warehouse
- Prior experience of working for a Charity

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

#### **Fork Lift Truck**

- Ensure the proper checks are carried out prior to driving the fork lift truck
- Use the fork lift truck in a safe and appropriate way to load and unload deliveries and recycling
- Ensure any issues with the fork lift truck are reported to an appropriate manager/supervisor

#### **Loading Bay**

- Checking off deliveries against manifest of goods delivered
- Ensure appropriate checks of loading bay equipment are carried out, including cardboard and clothing baler and compactor prior to use and ensure any issues reported to the appropriate manager/supervisor.
- Bailing of Cardboard
- Compacting of Waste
- Packing away deliveries in appropriate designated areas within the warehouse
- Weighing of recycled materials
- Good housekeeping
- Work at other sites as required assisting with the loading, unloading and storage of goods.
- Move roll cages as required in a safe and appropriate manner

#### **Processing Bench**

- Remove all branding on items in line with donor requirements/instructions.
- Attach price ticket/sticker in relevant size to stock items in accordance with donor requirements and Company procedure.
- Tidily hang garments on appropriate hangers and hang on relevant rail.
- Carry out the role of 'runner' as required (placing garment in relevant size cage. Ensure shoes are correctly de-branded then forwarded to be placed in relevant crate.)
- Sort hangers returned from store for reuse as required on 'an as and when basis'.
- Keep your workstations clean, tidy and safe.
- Move stock from warehouse to sales floor.

**Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

**Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

**Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

