

VACANCY
PRODUCT PREPARATION ASSISTANT / TRANSPORT ASSISTANT
(WITH RESPONSIBILITIES TO FLT DRIVING)

Department	Warehouse	Reporting to	Logistics Supervisor / Homeware Multi Supervisor
Salary	Up to £8.52 per hour	Direct Reports	None
Hours	40 hours per week Monday to Friday 8.30am to 5pm (Overtime will be required in busy periods)	Designation	Non Post Holder Temp 6 months (6)
Benefits	<ul style="list-style-type: none"> ➤ 28 days holiday (224 hours) inc Bank Holidays pro rata for part time employees ➤ Access to Newlife Pension Scheme ➤ Staff discount from 12 weeks ➤ Access to Childcare voucher scheme ➤ Health Cash Plan at level 1 upon completion of probation period. 		
Conditions	<ul style="list-style-type: none"> ➤ Receipt of appropriate references within 8 weeks of commencement of employment. ➤ Successful completion of 26 week probationary period. ➤ 20% discount upon successful completion of probationary period ➤ Fork Lift Truck License 		

About Newlife:

Simply put, Newlife's mission is to change lives; to change the lives of those we so passionately serve. Newlife exists because there are an estimated 1 million disabled children in the UK today, many need help and support. We believe that disabled, terminally ill children and their families deserve to have:

- The vital equipment they depend on. Such equipment makes a real difference to the daily lives of disabled, terminally ill children and their families, giving them the quality of life they deserve. What's more we believe that disabled children should get this equipment when they need it which is why Newlife runs the UK's only emergency service. This service provides equipment to children who are in urgent need of equipment because they are unsafe, suffering needless pain or are terminally ill, often delivering across the UK within 72 hours. Newlife is now the UK's largest charity provider of this specialist equipment for disabled and terminally ill children.
- A trusted, confidential service that families can turn to. Newlife's free national helpline and online chat service is run by qualified nurses and supported by other dedicated healthcare professionals providing information and support when it is really

needed.

- Real hope for the future. Newlife funds pioneering Medical Research at leading UK Hospitals and Universities, to identify anomalies in genes that cause birth defects, to find new treatments and to find new techniques which may, in the future, prevent these devastating conditions from ever occurring.
- A voice. Newlife campaigns for change to get a fairer deal for families with disabled children. Many parents feel they have an uphill battle to get the support they need. Newlife helps give them a voice on important issues to overcome isolation and seek out improvements. Newlife highlights important issues and campaigns for change at both national and local government level.

Known for our commitment, integrity, passion, creativity and compassion, Newlife is the UK's leading child health and research charity. Our vision is to ensure that children with disabilities or terminal illness and their families are fully supported, have the assistance they need, have health improved and that decision makers understand and respond to their needs.

You can find out more about Newlife the Charity for Disabled Children by visiting our website: 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's) requirements and can also demonstrate a significant number of points from the desired requirements (could have's) shown, please apply.

Essential Requirements: You must have:

- 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

Desirable Requirements: You could have:

Due the nature of this role the successful candidates should ideally be able to:

- Carry out lifting in line with manual handling training
- Move roll cages and other equipment in line with health and safety training

Primary responsibilities:

Throughout the following tasks accuracy, confidentiality and a professional approach are essential.

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
- 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.
- Any other duties as required from time to time.
- 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.

Applications:

Should be by completion of a Newlife Application Form, available as a free download from our website, by calling The People Team or by visiting the SuperStore in Cannock.

CVs may be attached, but we do not accept CVs alone.

Equal Opportunities:

Newlife the Charity for Disabled Children is an Equal Opportunities Employer.

Contact Details:

Head Office: Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF.

Tel: 01543 468888.

Email address: peopleteam@newlifecharity.co.uk

Web address:

www.newlifecharity.co.uk

Other Info:

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

