

## VACANCY

# Product Preparation Assistant / Warehouse Support Assistant

**Department:** Warehouse

**Reports to:** Stock Processing Supervisor / Stock Liaison Supervisor

**Direct Reports:** None

**Designation:** Permanent, Non Post Holder (7)

**Salary:** £7.90 per hour

**Hours:** 20 hours per week, Monday to Friday 1pm to 5pm

**Benefits / Equipment:**

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

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service

Health Cash Plan at level 1, after 3 years' service

### **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:**

Working in our busy warehouse this post offers you the chance to be part of a rewarding not for profit organisation that helps to change the lives of children and families across the UK.

The role may suit someone with previous general warehouse experience; however it is not essential to have this specific experience and we will consider those who have relevant transferable skills, such as attention to detail, team work and the ability to work quickly to help achieve group targets.

As a Product Preparation Assistant, led by the Department Supervisor, you will process donated stock by applying appropriate Newlife size and price labels to garments, removing original brand labels according to donor instructions, and hanging items ready for them to be sold in our stores.

You will work at processing benches in our warehouse environment, which normally requires standing.

As Warehouse Support Assistant you will provide specific support to the Warehouse Processing Supervisor and Stock Liaison Supervisor and have responsibility for the movement and co-ordination of stock within the Warehouse. This role also ensures that instructions and directives are implemented both operationally and administratively. The post involves considerable physical movement of boxed stock, pallets, roll cages and garments throughout the warehouse and loading bay areas.

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:**

- The ability to carry out lifting of boxes, plastic euro and other similar crates and move roll cages, rails, tubs and pallets on a daily basis, which includes a significant amount of walking and standing, training will be provided for manual handling.
- Good, basic numeracy and literacy skills.
- Confident and clear communication skills.
- Ability to prioritise workload.
- Ability to be flexible across several departments.
- Ability to apply skills and knowledge to the products being handled.
- Ability to be precise and detailed in your work as accuracy is very important.
- Motivation and ability to work on your own initiative but also be able to work as part of a team.
- A good work ethic, targets have to be achieved, so we can be profitable and achieve our aims.
- Ability to work overtime during busy periods.

### **Desirable Requirements:**

- Previous warehouse experience in a similar processing environment, although this is not essential to the role.

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

#### **Product Preparation Assistant:**

- Removing all branding on items in line with donor requirements/instructions and training.
- Attaching price tickets/stickers in relevant size to items in line with Company procedure and training.
- Tidily hanging garments on appropriate hangers and hanging on relevant rail. Working quickly and efficiently to hit group/team targets.
- Keeping your workstation clean, tidy and safe.
- Helping to move stock from the warehouse to the sales floor and assist in the loading bay on 'an as and when basis' decided by the department supervisor.
- Safely moving roll cages as required in order to support the processing as required.

#### **Warehouse Support Assistant:**

- Follow instructions from managers/supervisors/charge hands on plans and tasks, such as stock rotation and stock to be assessed/processed.
- Sorting hangers returned from store for reuse as required on 'an as and when basis', as requested by the department supervisor.
- Compacting all rubbish produced throughout the day as required 'on an as and when basis', as requested by the department supervisor.
- Clear floors and facilities throughout the day to ensure these areas remain free of rubbish and hazards in all areas of the warehouse.
- Consolidate stock appropriately and as instructed.
- Move roll cages as required in order to support the operation of the all warehouse staff in a safe and appropriate manner.
- Handle and store equipment and consumables as instructed
- Move waste/rubbish/recycling and any other items as required to the appropriate areas, disposal of waste in accordance with instruction and correct procedure.
- Ensure any stock is removed from sections that are destined for the Bridgtown warehouse and located in the loading bay ready for dispatch.
- Ensure warehouse Assessors/Processors have all resources available such as: stock to be assessed/processed, cages for recycling/off season/etc., hangers and any other items needed to conduct their role.

- Ensure that all paperwork is filled in and accurate.
- Ensure processed garments are sorted according to size and stacked neatly and safely into appropriate cages ready for sale.
- Ensure rails containing processed items are emptied quickly and efficiently for processors to hang completed garments.
- Sorting/collecting and rotating of hangers from the superstore to the warehouse.

**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

