

VACANCY

PRODUCT PREPARATION ASSISTANT / WAREHOUSE SUPPORT ASSISTANT

Department	Warehouse	Reporting to	Stock Processing Supervisor
Salary	£7.45 per hour	Direct Reports	None
Hours	40 hours per week 8.30am-5pm Monday to Friday (with overtime during busy periods)	Designation	Temporary – 6 months Non Post Holder (7)
Benefits	<ul style="list-style-type: none"> ➤ 224 hours holiday inc Bank Holidays per holiday year, 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 after 3 years' service. 		
Conditions	<ul style="list-style-type: none"> ➤ Essential criteria must be met ➤ Appropriate, acceptable employment references must be supplied ➤ Successful completion of 26 week probationary period 		
Equipment	<ul style="list-style-type: none"> ➤ Lanyard 		

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:

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: You must have:

- 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: You could have:

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

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: info@newlifecharity.co.uk

Web address:

www.newlifecharity.co.uk

Other Info:

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

