

JOB DESCRIPTION

Job Title:	Warehouse Team Mentor	Responsible To:	Board of Directors
Post Duration:	1 Year	Reporting To:	Operations Manager
Hours of work:	35 hours per week National Living Wage	Responsible For:	All volunteers within the warehouse.

Job Purpose:

We are looking to recruit a full-time Warehouse Team Mentor to work within our busy warehouse assisting young people to work in a safe and effective manner, nurturing their talents and capabilities. The role would involve mentoring young people, helping to bridge the skill gaps and offer knowledge and experience towards the advancement of the young people.

Working with the team you will organise the warehouse and showroom, assisting to load and unload shelving and the van. Moving items into the showroom to be placed on sale and removed once sold.

Job Activities

- Help keep the young people motivated and encouraged during tough and challenging times
- Help the young people build SMART (specific, achievable, relevant, and timebased) goals helping better understand how to proceed in their career and identify specific areas they need to focus on.
- Prepare for, organise and supervise volunteers', trainees and unpaid staffs daily activities
- Inspect daily equipment including organising servicing and repairs to ensure all Safety and Legal requirements are met & maintained
- Assisting to organise the delivery and collection of items of heavy furniture from and to our clients chosen addresses ensuring safe and proper loading

and unloading of van to conform with Health & Safety guidelines and legal requirements

- Ensuring items of furniture for delivery meet the company's quality and standards for sellable items in accordance with Revolve Standards.
- Ensuring all donated items uplifted are of suitable quality and acceptable standard for reuse in accordance Revolve Standards.
- Ensuring all electrical items and items of soft furnishings uplifted meet the required Safety/Fire Safety regulations that are applicable.
- To participate in and when available oversee the safe movement of stock and organisation of the warehouse and showroom of the centre in conjunction with volunteers and other staff within the same and other departments. This will entail moving of furniture to and from areas of the premises in a safe and responsible manner following correct Moving & Handling procedures & requirements
- To act at all times in a responsible and efficient manner and abide by all relevant Health & Safety requirements, maintaining a safe and hazard-free working environment and observing all COSHH and H&S regulations & guidelines when handling materials or operating machinery within the work place
- To assist with customer donations and ensure the completion of either a standard donation form or a Gift Aid Form.
- To supply up to date reports on activities to the Operations Manager.
- To maintain good communications with work colleagues and customers.
- To actively contribute to the development of the company and promote the company and its services
- To maintain confidentiality within the work place
- Any other duties as is reasonably requested by line manager/manager and is commensurate with duties of the post.
- A current driving licence is essential.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social enterprise aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the numerous company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event, employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to implementation.

All offers of employment are subject to undertaking and completing an enhanced PVG