

Job Description

Position	Collections & Warehouse Driver's Mate
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25hrs + 5 hrs training (days and times to be confirmed at interview but within Monday to Friday 9am – 5pm)
Placement Organisation	St Luke's CARES, Involve learning Centre, Whitfield Avenue, Leeds, LS10 2QE
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk . Will be subject to DBS.
Job Start Date	December 2018

About the Placement Organisation

From humble beginnings from St. Luke's Church in Holbeck in 1994, we have worked with countless children, young people and adults over the years in our mission to help everyone reach their potential.

We invest in young people, to provide safe places to be, resilience as they grow up, and opportunities to thrive. We aim to address local issues, responding to young people struggling in school, becoming caught up in anti-social behaviour and petty crime and even those at risk of exploitation.

For those out of work our employability programmes build and create confidence, self-esteem, positive social networks and pathways to volunteering, education, employment and training. Our varied social enterprises provide the perfect local and welcoming environment for those wanting to gain work experience.

Our work is expanding in response to the growing needs in local communities in South Leeds. Our network of social enterprises helps to fuel this work, whilst also creating employment and volunteering opportunities. Drop in to one of our charity shops, make a furniture donation, or treat yourself at our nail bar and you'll be helping our community thrive.

As ever, we are committed to our community and helping individuals struggling at the margins and young people in need of support. Find out how you can get involved or donate to ensure the sustainability of this work.

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid

placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

To support in the delivery and collection of furniture and white goods purchased from and donated to the St Luke's CARES Charity Shop.

To support in the management of the warehouse including pricing of goods, keeping area clean and clear, testing electricals and white goods, and greeting customers.

To aid in the running of the charity shop, warehouse and delivery van responsibilities, being available and using own initiative to get jobs done and meet agreed goals and targets.

Relevant to Working on the Van (66% of the role)

- To carry out collections and deliveries in the St Luke's CARES van.
- Ensuring excellent levels of health and safety at all times, pertaining to yourself, your drivers mate(s) and members of the public.
- Ensure furniture and other goods are handled carefully and not damaged.
- To communicate effectively with retail manager, warehouse manager, shop manager and assistants effectively and efficiently.
- To take instruction from the retail manager, warehouse manager, shop manager and assistants professionally.
- Maintaining records of van checks and reporting any issues with the van, mechanical, safety or cosmetic.
- Being polite and courteous with customers
- Working with other staff to ensure the sales area is accessible and free from hazards in line with health and safety policy.
- Maintaining St Luke's CARES policy of equal opportunities
- Working constructively with all other staff and volunteers with any tasks that may be required

Relevant to Working in the Warehouse (34% of the role)

- To complete day to day tasks in the warehouse, sorting furniture, carrying out simple repairs, pricing and displaying. As directed by Shop or Warehouse Manager.
- Function test electrical items after they have been PAT tested, and make ready for sale, including cleaning White Goods.
- To maintain excellent customer services and to show patience and understanding to all.
- To ensure items of furniture and White Goods are priced and the price tag is correctly filled out. To ensure Sold Stickers are on the correct items and correctly filled out.
- To promote Gift Aid to all donators and ensure that the shop manager knows when items are Gift Aided.
- To inform the Warehouse/Shop Manager of any items needed in the running of the warehouse, such as stationary or equipment.
- To communicate effectively with all staff and other colleagues, volunteers and trainees.
- Work with other staff to ensure that all areas are accessible and free from hazards in line with health and safety policy.
- Attend meetings, supervisions and training.
- Working constructively with all other staff and volunteers with any tasks that may be required to ensure smooth running of the organisation.
- To ensure excellent levels of health and safety at all times, pertaining to yourself, other members of staff and volunteers and members of the public.
- Maintain the policies and procedures of St Luke's CARES
- Complete any duties in line with the aims and objectives of the wider charity St Luke's CARES
- Contribute to a positive working environment, where diversity is valued, and all staff and volunteers are encouraged to perform to their highest standards.

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

QUALIFICATIONS & ATTAINMENTS	Essential Criteria	Desirable Criteria	Method of Assessment
Full Clean Driving License		X	Application & Interview
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Have good communication, team working, interpersonal and organisational skills;	X		Application & Interview
Good Numeracy and Literacy skills	X		Application & Interview
Have a passion for working with people	X		Application & Interview
Have the ability to work in a fast-paced environment;	X		Application & Interview
Ability to work independently, meet deadlines and priorities	X		Application & Interview
Ability to work to policies and procedures	X		Application & Interview
Ensure excellent levels of health and safety at all times pertaining to yourself, your drivers mate (s) and members of the public	X		Application & Interview
Be vigilant	X		Application & Interview
Ability to follow instructions	X		Application & Interview
Ability to maintain records	X		Application & Interview
Ability to lift and move heavy items including furniture	X		Application & Interview
Ability to promote gift aid to donors	X		Application & Interview
Ability to carry out simple repairs including cleaning white goods	X		Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
Experience in customer service	X		Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Work in accordance with organisational policies and procedures of Path Yorkshire and St Luke's CARES	X		Application & Interview
Pro-active approach to work	X		Application & Interview
Be polite and courteous, patient and understanding	X		Application & Interview

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.