

Job Description

Position	Warehouse Operative
Salary	£8.21p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week (Monday - Wednesday)
Placement Organisation	Emmaus Leeds, St Mary's Street, Leeds, LS9 7DP
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 . This post will be subject to a DBS.
Job Start Date	As soon as possible

About the Placement Organisation

We provide a home and meaningful work for 26 formerly homeless adults. They work in our social enterprise, recycling mainly furniture, and all the proceeds raised from this venture support the charity.

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 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

Assist in storage and movement of donated furniture, including some driver's mate work.

Safe storage and movement of furniture and white goods. Re-stocking of retail areas.

The purpose of the role is to assist with the smooth running of stock housing and handling, supporting the retail operation with the movement of stock.

Assist in reducing waste and improving recycling and re-use figures by careful management, movement and storage of stock.

To collect and deliver furniture within the Leeds area, as part of a van crew, under the supervision of an Emmaus Leeds driver.

To provide excellent customer service to customers when collecting and delivering items.

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.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.

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 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 lift and move heavy objects	X		Application & Interview
Ability to work to policies and procedures	X		Application & Interview
Attention to detail	X		Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
Experience of manual handling		X	Application & Interview
Experience in dealing with the public		X	Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Work in accordance with organisational policies and procedures of Path Yorkshire and Emmaus	X		Application & Interview
Pro-active approach to work	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	<u>Safety boots/safety gloves/Emmaus Leeds uniform</u>
Protective Clothing	<u>n/a</u>
Type of Vehicle (other than car)	<u>n/a</u>
Other equipment used	<u>n/a</u>

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.