



JOB DESCRIPTION and PERSON SPECIFICATION

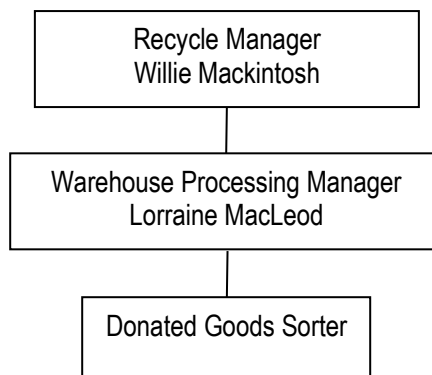
1. JOB IDENTIFICATION

Job Title: Donated Goods Sorter
Department: Operations (Warehouse)
Place of Work: Warehouse, Head Office Deephaven

2. JOB PURPOSE

To assist in the warehouse as directed by the Warehouse Processing Manager. To sort out stock from donations received.

3. ORGANISATIONAL POSITION



4. ORGANISATIONAL OBJECTIVES

Based in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice.

Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job Related

- Sorting through all donated goods as directed by Warehouse Processing Manager or Chargehand (when Processing Manager is not available)
- Standing at sorting tables all day
- Lifting heavy bags, boxes and sacks of donated and sorted goods.
- Taking work instructions from Processing Manager and Processing Chargehand
- Identifying saleable/recyclable/reusable and waste items from the goods donated
- Minimising waste and maximising re-use/recycle at all times
- Complying with sorting procedures
- Handling Gift in Kind goods.
- Keeping motivated whilst performing monotonous duties

Staff Related

- Co-operating with colleagues, supervisors and management in order to get the work done safely and on time.

Standard

- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identifying training needs to your Manager
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors to the warehouse.

6a. EQUIPMENT AND MACHINERY

In the course of your job you may be using

- Processing/Sort Tables
- Goods trolley

6b. SYSTEMS

- Photocopier
- Computer (Books Sorter only)

7. ASSIGNMENT AND REVIEW OF WORK

- Work under supervision of Warehouse Processing Manager and Processing Chargehand while using own initiative.
- Annual Performance Review
- Regular team meetings

8. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Head of Operations
- Recycle Manager
- Warehouse Manager
- Processing Manager
- Processing Chargehand
- Blythwood Volunteers
- Head Office Warehouse and Administration Staff

Outwith Blythwood

- The general public

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees.

PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position.

9. QUALIFICATIONS

Essential	
Preferred	

10. EXPERIENCE/COMPETENCE

Essential	Ability to stand all day Ability to perform heavy manual lifting
Preferred	Knowledge of current fashion and 'designer' labels/quality in clothing and shoes Knowledge of household items, toys, recycle, and small furniture Processing goods for resale or recycle Maintaining safety of high risk goods

11. SKILLS/KNOWLEDGE

Essential	Ability to work independently and as part of a team Health and Safety Awareness Adequate numeric skills Motivational
Preferred	

12. OTHER REQUIREMENTS

Exceptional ability to relate to and develop constructive relationships with people from all backgrounds
Ability to inspire, motivate and instruct others
Ability to remain focussed under pressure
Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation
Scrupulous personal hygiene and professional appearance

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for a Donated Goods Sorter to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- A change of strategic management
- Changing team/operational requirements
- Agreed staff development and appraisal needs and objects

13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Name (please print):

Job Holder's Signature:

Line Manager's Name (please print):

Line Manager's Signature:

Date:

Date: