

Thames hospice

Volunteer Role Description

Role: Distribution Centre Assistant

Location: Distribution Centre, 9/10 Reform Road, Maidenhead

Hours: Flexible, generally a 4 hour shift per week

Length of commitment: Ongoing

Volunteer Manager: Distribution Centre Operations Manager

Purpose of role

To assist with the smooth running of the Distribution Centre including sorting stock and electrical items.

Main Tasks

- Supporting the Distribution Centre team with the sorting and organising of stock
- Receiving and looking through donated items to see what can be sold
- Sorting and preparing goods for distribution
- Testing and trialling electrical donated items
- General tidying of the warehouse to maintain a safe environment

Training & Support

- Annual Health and Safety and Manual Handling
- On the job supervision and support

Special Conditions

- Mandatory Health and Safety Training

Knowledge, Skills & Abilities Required

- The ability to sort donated stock
- Electrical knowledge an advantage
- Some lifting will be involved
- Good communication and interpersonal skills
- The ability to get along with people and work as part of a team
- To be interested in the work of Thames Hospice

Thames Hospice Values

Compassion, Ambition, Respect, Excellence

Thames Hospice is committed to being an equal opportunities organisation; to promoting equal opportunities and preventing discrimination. Thames Hospice is also committed to safeguarding and promoting the welfare of all service users, volunteers and staff and expects all volunteers and staff to share this commitment.

Thames Hospice, Windsor Road, Bray, SL6 2DN

Call 01753 842121

www.thameshospice.org.uk   

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