

# ACORN REUSE CENTRE

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**Job Title:** Acorn Reuse Centre Assistant      **Reports to:** ARC Supervisor (La Collette)

**Division:** La Collette      **Hours:** Weekend Working:  
School Holidays

**Salary:** £8.49 (plus 4% holiday pay)

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## **Job Purpose:**

To assist the ARC Supervisor in running the reception area at La Collette accepting goods that can be reused from the public on a day to day basis. To assist with the cleaning and repair of goods under supervision and general organisation of the warehouse.

## **Principal Accountabilities:**

1. To meet and greet and receive goods from the public.
2. To assist with the cleaning and sorting of goods ensuring that they are ready for collection at the scheduled time.
3. To ensure that all goods are logged when received.
4. To move small and large bulky items such as furniture and electrical goods around the warehouse/ shop floor under the supervision of the ARC Supervisor.
5. To load the company vehicles with items for transportation to Acorn Enterprises in Trinity.
6. To work safely and follow the health and safety policies and procedures of the ARC and to inform the ARC Supervisor of any risks you may identify.
7. To assist with positively promoting and marketing the work and products of the reuse Centre scheme and the work of Acorn and The Jersey Employment Trust at all times.
8. Once training has been received to be responsible for opening and closing of the ARC Centre.

## **Secondary Accountabilities:**

1. Where appropriate and following training and assessment, to carry out PAT / functional testing and basic repair of all electrical and other goods to the FRN (Furniture Reuse Network) Fit for Reuse standards.
2. If a clean driving licence is held, to transport stock from the site at La Collette to Acorn Enterprises.

3. To assist in the cover of other staff during times of leave and sickness

## **Knowledge, Skills, Experience, Qualifications:**

### Essential Requirements:

1. Have good all round practical and organisation skills.
2. Good customer service and communication skills
3. Ability to follow instructions and work within health and safety guidelines.
4. The role will involve heavy lifting of bulky items and carrying and lifting boxes and bags of donated items. Training, assistance and lifting aids will be provided.
5. It is essential that the post holder can demonstrate a flexible and positive attitude towards people with disabilities. Whilst it may be useful to have direct experience of working with people with disabilities, it is not an essential requirement.
6. The ability to work independently and on own initiative, as well as to work within a team.

### Desirable Requirements:

1. Ability or experience of working with electrical testing equipment.
2. Clean full driving licence including all relevant categories for use of tipper truck and large vehicles.
3. Previous experience of repairing or recycling household items.
4. Knowledge of health and safety in the workplace and data protection laws.

April 2019