
Job Title: Reuse Assistant (Acorn)	Reports to: ARC Team Leader (Acorn)
Division: Acorn	Hours: 38 hours contract 4 month contract Weekends on a rotational basis
Salary: £8.49 per hour	

Job Purpose:

To assist the ARC Team Leader in operational aspects of running the ARC at the Acorn site with specific responsibility for accepting and unloading Reuse donations, sorting and pricing donations, restocking the shop and associated customer service.

Principal Accountabilities:

1. To assist with the receipt of goods from the La Collette site and donations from the general public. To assist with loading and unloading which will involve carrying bags and boxes of donated items and also items of furniture.
2. To carry out the cleaning, sorting and pricing of goods ensuring that they are ready for sale including furniture, bric a brac, books, DVDS, sports equipment, children's toys etc
3. To restock the shop with items of furniture and remove sold items from the shop floor in readiness for customer pick up (training, assistance and lifting aids will be provided).
4. To provide customer service for sale of items of Reuse items including furniture.
5. To work in partnership and as part of team with clients (with disabilities and health conditions) attending work experiences on site.
6. To ensure compliance with the Health and Safety at Work (Jersey) Law, 1989, including all risk assessments, associated with the project.
7. To identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.

Secondary Accountabilities:

1. To work as part of a team, attend and contribute to regular meetings.

2. To undertake training within the Trust to develop understanding of people with a disability or health condition.
3. To assist in the cover of other staff during times of leave and sickness.

Knowledge, Skills, Experience, Qualifications:

1. Have good all round practical skills and to be well organised.
2. The role will involve lifting of heavy and bulky items however assistance, training and lifting aids will be provided.
3. Good customer service skills in order to advise, educate and inform customers appropriately.
4. Good communication and interpersonal skills, ability to work as part of a team.
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. Disclosure Scotland (police check) clearance
7. To have a flexible, diplomatic and amiable approach in accordance with service needs.
8. The ability to work independently and on own initiative, as well as to work within a team.
9. Knowledge of health and safety in the workplace and data protection laws.
10. A driving licence would be desirable.

April 2019