

## **JOB DESCRIPTION**

**JOB TITLE:** Scrapstore Co-Ordinator  
**Hours:** 4 days a week (includes some evening and weekend working)  
**Salary:** £19,240 pro rata.

**RESPONSIBLE TO:** Through the Charity Manager to the Board of Directors

**KEY RESPONSIBILITIES:** To ensure that the GRC maintains a constant and adequate supply of appropriate materials for the Scrapstore by establishing and maintaining contact with local businesses supplying the Scrapstore. Liaise with Scrapstores nationally. Serve customers using the Centre during opening hours.

This is a physically demanding job that includes lifting and moving products in a warehouse situation. It also requires good communication skills and IT competence. The post holder must hold a full driving licence.

## **SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES:**

### **The Scrapstore**

- To maintain contacts with businesses supplying the Scrapstore.
- To arrange and collect materials from these suppliers on a regular basis.
- To seek new companies to supply the Scrapstore by researching and visiting potential suppliers.
- To maintain accurate and up to date supplier database and collections data.
- To share in the planning and storage of the materials in the Scrapstore to ensure that the most stimulating environment is created for visitors and users of the Centre.
- To maintain clear labelling of materials and warnings where necessary within the store to meet Health & Safety requirements and safeguard visitors.
- Liaise with other Scrapstores within the national network to ensure the GRC is included in swaps to maintain an interesting range and choice of materials for members.
- To carry out regular vehicle maintenance checks and cleaning of the GRC's vehicle to ensure positive promotion of the organisation.
- To ensure the Scrapstore and back-up storage areas are clean and organised at all times.

### **Shop**

- To serve customers during opening hours using the GRC's Quickbooks point of sale system (training will be provided)
- To assist with deliveries and stocking shelves.

### **General**

- To assist in the general presentation and maintenance of the building.
- To undertake other duties as directed by the Charity Manager or Board of Directors

## **JOINT RESPONSIBILITIES WITH OTHER STAFF**

- Attend meetings/conferences as a representative of the GRC.
- The maintenance of City Works, as a whole, as a clean and safe environment for visitors.
  - To undertake appropriate tasks and responsibilities of other members of staff in the event of their temporary enforced absence or as directed by the Charity Manager or the Board of Directors.

## Scrapstore Co-ordinator

### Person Specification

This is a physically demanding job involving lifting and moving heavy items in the warehouse and shop. The post holder must have a full driving License that qualifies them to drive a long wheel base van.

Key: A = demonstrate in your application  
I = question in interview  
T = you will be asked to take part in a test on the day of interview.

Essential	Desirable	Advantageous
<p>GCSE or equivalent qualification in a minimum of 4 subjects including Maths &amp; English (A)</p> <p>Ability to communicate clearly and effectively in English by phone, in person and in writing. (T) (I)</p> <p>Experience of driving a van (A)</p> <p>Evidence of organised &amp; methodical working (I)</p> <p>IT competence in Word/Excel/Outlook (T)</p> <p>Quick and accurate keyboard skills (T)</p> <p>Ability to work under your own initiative as well as an effective team member (I)</p> <p>Commitment to equality of opportunity &amp; diversity (I)</p> <p>Willingness to undertake training (I)</p> <p>Flexibility to work evenings and weekends (A) (I)</p>	<p>Experience of warehouse work (A)</p> <p>Experience of using lifting equipment i.e. fork lift/pallet truck (A)</p> <p>Experience of cash/credit handling (A)</p> <p>Appreciation of environmental issues (A)</p> <p>Experience of Health &amp; Safety in the workplace (A)</p>	<p>Interest in the arts, play and education (A)</p> <p>Customer service experience (A)</p> <p>Experience of Quickbooks software (A)</p>



# Gloucestershire Resource Centre

*Materials in stock. Ideas in store.*

Thank you for your interest in the GRC's vacancy for Scrapstore Co-ordinator.

To make an application please send your CV along with the following:

**A cover letter that fully explains:**

- your interest in this post and what you would bring to the GRC if you were part of the team.
- Please demonstrate in your written application what makes you stand out from the crowd in respect to this post.
- Please also ensure you address each item identified with (A) in the Person Specification explaining how you meet the requirements we ask for.

Please post or deliver your application to:

GRC  
City Works  
Alfred Street  
Gloucester  
GL1 4DF

Or email to: [manager@grcltd.org](mailto:manager@grcltd.org)

Please be aware that we will not enter into any discussion about the role or the application process.

The deadline for applications is: **5pm on Thursday 19<sup>th</sup> September 2019**