**JOB DESCRIPTION**

JOB TITLE: WAREHOUSE MANAGER

SALARY: DEPENDANT ON EXPERIENCE

HOURS: 37.5 hours

LOCATION: PRE LOVED WAREHOUSE

RHYL, WELLINGTON ROAD

RESPONSIBLE TO: RETAIL MANAGER

ACCOUNTABLE TO HOSPICE MANAGER.

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JOB SUMMARY:

To ensure warehouse is run efficiently and effectively, to oversee the stock going out to other shops, including bric and electrics on designated days. To oversee the running of the warehouse and shop floor, this includes the van drivers and deliveries from the warehouse to customers. Donations at the backdoor.

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DUTIES & RESPONSIBILITES:

**Professional**

1. To assist in the running warehouse, vinted & EBay.
2. The ability to work alongside volunteers essential
3. Minimum of 2 years’ management/supervisory retail experience.
4. Self-motivated.
5. Able to prioritise work to achieve set goals.
6. Oversee Gift Aid donors for warehouse
7. Ensure daily shop floor walks completed, and job lists set out for staff and volunteers.
8. To work within a team environment under the guidance of the Retail Manager.
9. To ensure adherence to company law, policies and procedures.
10. To order stock supplies stationary for all shops, photocopying for shops as when needed such as cash sheets/health & safety checklists etc.
11. To help and support shops that all shifts are covered and that rotas are kept up to date.
12. To recruit and interview volunteers for warehouse site.
13. As and when the business requires be prepared to work in other areas.

**Financial**

1. To understand and work to budget figures.
2. To ensure all monies are banked daily, where appropriate and comply with St Kentigern Hospice security policy.
3. To have good understanding of business reports.
4. To claim Gift Aid quarterly through EPOS system.

**Management and/or Personal**

1. To deputise for the Retail Manager in her absence.
2. This post will include weekend work and emergency call outs.
3. Good communication skills are essential.
4. To maintain volunteers staff register.
5. To identify training/health and safety needs and report to Retail Manager.
6. Attend staff meetings when required.
7. The ability to speak welsh would be an advantage.

**Health and Safety**

1. To cooperate actively in achieving the aims of the Hospice’s Health and Safety Policy and to ensure the observance of all relevant Health and Safety Procedures.
2. To ensure that volunteers receive the necessary information, instruction and supervision to enable them to carry out their duties in a safe manner.
3. To identify any hazards relating to their work and to ensure that all necessary assessments are carried out and reported to the Retail Manager.
4. To ensure that:
5. All materials used within the company are properly stored, used and disposed of in a safe manner.
6. Any Items of equipment are properly used, maintained and repaired as necessary.

**GENERAL**

1. To adhere to all relevant Hospice Policies and Guidelines.
2. To uphold the ethos and good name of the Hospice at all times.
3. To undertake any other reasonable duties as may be requested.
4. Use of own car is required. Mileage allowance available.

Please send your C.V to

v.corner@stkentigernhospice.org.uk