

Stores Operative

Job Level	Level 1a	Job Reference No:	
		Role review date:	February 2024
Directorate	Finance and Social Enterprises	Function	Community Equipment and Mobility Aids Service
Service	Mobility Aids Service- Direct to Consumer	Reports to:	Operations Support Manager

Scale and scope of role

Direct reports	0	Indirect reports	0
Budget responsibility/ accountability	Nil	Accountable for other resources	None

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

To work in the Warehouse and Refurbishment department, making sure that equipment is received, recorded, cleaned, maintained and picked ready for distribution in a timely manner.

Key responsibilities

Warehouse

- > To ensure stock is reconciled in the stores, using the stock control system.
- > To ensure equipment is stored/ stacked in a non-hazardous manner in accordance with Health and Safety legislation and good practise.
- > To assist in ensuring stocks are kept topped up reporting any discrepancies in a timely manner.
- > To ensure the warehouse is clear of any returned equipment at all times.
- > To be responsible for picking and packaging equipment in preparation for dispatch.
- > Ensure that daily checks of all Mechanical Handling Equipment are completed where required.
- > Ensure that all scrapped equipment is disposed of appropriately.
- > When required, receive goods into the warehouse, following the correct processes of barcoding and recording.

Refurbishment

- > To receive returned equipment and to register the return on the stock control system.
- > To undertake any equipment maintenance duties within agreed capabilities and training levels
- > To ensure that all equipment is thoroughly cleaned with the relevant equipment/materials in line with the infection control procedure.
- > To carry out repairs and adjustments of equipment before it is returned to stock.
- > Ensure that all equipment going through the cleaning and refurbishment process is returned to the correct location and that the correct product code label is attached to the equipment.
- > To undertake quality control inspections, ensuring the correct product code label is attached to the equipment.

General

- > Forklift truck duties - when trained and required:
 - to move equipment around the warehouse using pallets and crates.
 - Stack loads in correct storage bays, following inventory-control instructions.
 - Complete all records on the stock control system.

Team Member

- Actively participates in all team meetings and all training courses as required.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.

- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role.

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check - Required – No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
Knowledge and Skills			
Essential			
• Good communication skills both oral and written.	X	X	
• To have good organisational and time management skills.	X	X	
• Able to demonstrate manual dexterity.		X	
• Ability to prioritise their workload.		X	
Desirable			
• Basic IT skills	X		
• Knowledge of warehouse practice and systems	X		
Experience	S	I	A
Essential			
• Working in a team	X	X	
Desirable			
• Experience of Warehouse working	X		
• Forklift truck licence.	X		
Additional requirements			
Essential			
- Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy .			
- Physically able to lift and carry loads within the H&S Manual Handling criteria up to 25kg.			
Values in Action			
Dynamic - We move forward as one team.			
- Every day, we're adapting, innovating and learning.			
- When the unexpected happens, we are calm, quick and efficient.			
- We respond smartly, using clear processes and systems.			
Compassionate - We stand for kindness.			
- People come first, no matter who or where they are.			
- We have genuine, open-minded conversations.			
- Together, we're a united force for good.			
Inclusive - We are open to all.			
- We treat each other with dignity and respect.			

<ul style="list-style-type: none"> - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous - We are bold.</p> <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 		
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.