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SHAX, Merrick House, The Crichton,
Bankend Road, Dumfries DG1 4TA

SHAX is a Scottish Charitable Incorporated Organisation,
Charity Number SC042940.

WAREHOUSE ASSISTANT VACANCY

Job Title: Warehouse Assistant
Salary: National Minimum Wage
Duration: 26 weeks
Hours: 25 hours per week, Monday to Friday 9.30 - 4
Location: SHAX, Merrick House, The Crichton, Dumfries
Accountable to: The Social Enterprise Manager via the Sales & Warehouse Supervisor
Main working contacts: Other staff, our volunteers, customers and officers of partner agencies

Main purpose of post

To undertake warehouse duties including preparing emergency Starter Packs, stock control & storage, organising recycling, customer service & merchandising. To assist with deliveries & collections if required.

Eligibility

This post is funded by Community Jobs Scotland. Applicants must complete a CJS eligibility form to confirm they can apply for the post.

Applicants must be unemployed, between 16 to 29 years and fit at least one of the following categories:

- care leavers/care experienced
- young people with convictions
- carers
- military service leavers (serving less than 6 years)
- disabled people or with long term health conditions
- homeless people (including temporary or unstable accommodation)
- person affected by drug misuse (i.e. alcohol, drugs)
- person with lower than SCQF level 5 qualification
- work programme completers who remain unemployed
- refugees with immigration status allowing them to undertake employment
- ethnic minority groups

Key Tasks

1. Preparing Starter Packs
2. Stock control & storage
3. Assist with household collections and deliveries
4. Repair & renovation of furniture
5. Organise recycling
6. Cleaning & basic maintenance of the premises
7. Customer service & merchandising
8. Supporting the day to day running of SHAX

SHAX – helping turn a house into a home



Person Specification

1. Able to communicate with a wide range of people including staff, volunteers and the public
2. Able to work accurately with attention to detail
3. This job involves manual handling therefore the post holder must have a good level of fitness

Additional Information

This post is funded by **Community Jobs Scotland** and is time limited to 26 weeks

All jobs are subject to change from time to time and this job description will be reviewed regularly

Any training needs will be provided in house or by an accredited training provider

This job description is a guide to work required and represents a range of responsibilities commensurate with the grade for the post

How to Apply

Please contact your JobCentre Plus or Skills Development Scotland advisor to complete Community Jobs Scotland application and eligibility forms.

Please return your completed forms to:

Joyce Harkness

Social Enterprise Manager

SHAX

Merrick House, The Crichton

Bankend Road

Dumfries

DG1 4TA