

## Warehouse Manager

**Hours:** This is a part-time role; days to attend are preferably Tuesday, Wednesday and Thursday but can be flexible, based in the School Aid warehouse.

**Salary:** £8000

### Description of role:

School Aid is a registered charity that recycles British educational materials by placing goods with suitable partner schools and charities in Africa.

The Warehouse Manager is a paid role responsible for assisting with the smooth operation of the warehouse. The role reports to the management on site. Training will be provided.

### Key tasks:

#### Regular

##### Warehouse logistics

- Oversee a system for the reviewing /filtering and itemised storage of incoming donations of goods to optimise space in the warehouse.
- Assist in organising and loading of African shipments.
- Assist with the unloading of donated goods.
- To liaise with the management and landlord, to ensure that the warehouse is maintained in good repair at all times.
- To oversee the maintenance of the School Aid vehicles; the van and forklift truck. To ensure that all safety/servicing/repairs for School Aid vehicles are carried out within agreed schedules and budgets and communicated to the management and that appropriate records are maintained.
- To oversee the disposal of the recycling and rubbish.
- To ensure that pallets are correctly numbered and labelled ready for shipping.

##### General

- To help ensure that quality standards are met in all materials sorted and packed for African schools in order to meet their requirements.
- Oversee a safe, comfortable, orderly work environment for volunteers and recommend improvements to management.
- To organise the warehouse to enable daily volunteers to efficiently pack and sort books and other goods.

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**President:** Lady Baker **Chairman:** Janis Mowlam

**Patrons:** The Rt Hon Sir Scott Baker, The Rt Hon Lord Brown of Eaton-under-Heywood, Her Excellency Mrs Mwanaidi Sinare Maajar, The Lord Pannick QC

- To monitor the stock levels of packing supplies such as coloured and packing tape and to request reorder when required.
- Ensure that Health & Safety guidelines are being followed within the warehouse and any issues reported to the management (see risk assessment).
- To assist with the opening and closing of the warehouse operation on occasion as mutually agreed.
- Help to make recommendations for improvements to the management.
- To help maintain good communication with volunteers and co-ordinate the training of new volunteers.

### **Periodic**

- Collection and delivery of School Aid goods, driving our van.
- To train warehouse volunteers in required aspects of warehouse logistics, eg. the wrapping and labelling of pallets, the functioning of pallet truck.

### **Key skills**

- Must be qualified to drive the School Aid forklift.
- Good organisational skills with materials, tasks and people
- Good communication and motivational skills
- Flexibility and willingness to multi-task
- Ability to work as part of a team
- Ability to carry out manual handling tasks as required
- Applicants must have a valid UK drivers licence.

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