

Job Description – Stores and Logistics Assistant (Cumbernauld)

Job title:	Stores and Logistics Assistant
Location:	Cumbernauld
Salary:	Minimum wage £3.68 an hour for 16-17 year olds £4.98 an hour for 18-19 year olds
Contract type:	Temporary for 26 or 39 weeks dependant on criteria
Hours:	Part-Time 25 hours per week
Responsible to:	Stores Person
Responsible for:	N/A

Job Overview

Venture Trust works with people experiencing complicated life circumstances. Through the provision of wilderness-based personal and social development programmes, we equip them with the confidence, motivation and core life skills that they need to make positive changes in their lives.

You are responsible to the Stores Person for supporting the effective and safe delivery of Venture Trust's programmes. You will be responsible for the maintenance, upkeep and storage of all kit and equipment, adhering at all times to our Standard Operating Guidelines, risk assessments and Health and Safety policies. You will have responsibility for liaising with the Development Trainers to ensure that all required kit and equipment is prepared for each wilderness course, overnighter and community activity day.

Main responsibilities

Kit and equipment

- Assemble and issue kit, equipment and expedition rations as required for specific programmes.
- Assist teams in loading and unloading of team vehicles and trailers.
- Arrange for the collection and delivery of equipment.
- Maintain equipment in a clean and serviceable condition in accordance with the recommended operating practices including the completion of a daily prestart safety check.

Quality management and health and safety

- Ensure returned kit and equipment meets required quality standards and specifications.
- Ensure goods are stored correctly to minimise possibility of damage or deterioration.
- Ensure appropriate safety standards are maintained in the stores and vehicle storage area.
- Ensure all goods and hazardous chemicals are stored as per health and safety requirements.

Inventory and ordering

- Assist with the purchasing of kit and equipment and other supplies as required.
- Assist with administration work involved in the stores and purchasing function.
- Assist with monthly rolling stock takes and the annual stock take, reconciling inventory records with physical counts.
- Ensure accurate inventory control database systems and records are maintained.

Other

- To undertake any training and professional development as and when required
- To undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.

Person specification

Skills and experience

Essential:

- Some experience of operating recording systems/databases.
- Some knowledge/experience of checking/maintaining vehicles/equipment.
- Good organisational skills.
- Good verbal and written communication skills and customer service.
- Ability to lift kit and equipment as some heavy lifting and manual handling is required.

Desirable:

- A valid UK driver's licence
- Knowledge of basic vehicle maintenance.
- Some experience of checking, maintaining, and auditing equipment.
- Computer literate and knowledge of Microsoft Office packages.

Personal qualities:

- Commitment to Venture Trust's mission and values - desire to make a difference.
- Proactive.
- Team player.
- Flexible, and willing to work in the constantly changing environment of a growing service-providing charity which operates across the UK.
- Conscientious and responsible.
- Support and enthuse others and maintain a professional image.

Venture Trust is committed to promoting equality and diversity.