

Job Description



Job Title:	Furniture Warehouse Operative / Delivery Driver
Location:	Flint
Responsible to:	Retail Development Manager
Number of hours per week:	37.5 hours (including some Saturdays)
Salary:	£22,780

Purpose of the job

Refurbs is a pre-loved furniture outlet providing affordable furniture to local communities. The role will specifically clean and perform minor repairs and refurbishment to stock as required in order to display the stock of donated items of furniture in their best possible condition. Ensuring the items are fit for purpose and reusable. To maintain stock levels in showrooms and to assist in the movement of stock.

Other duties will include Van Driving on Collections and deliveries and occasionally supporting any of our Flintshire County Council Contracts.

Summary of main responsibilities

Main Responsibilities

- Check, clean and perform minor repairs as required on items donated ensuring they are rendered as fit for re-use.
- To be skilled and patient in the use of hand tools and dyes, stains waxes, polishes etc to ensure the furniture is in its best possible condition.
- Under direction from the Retail Development Manager, ensure regular rotation of stock from workshop into showrooms, display furniture in the showrooms in an aesthetically pleasing manner e.g. matching items displayed together where possible.
- Assemble flat-pack furniture and beds for display .
- Dismantle furniture as required for delivery and or parts.
- Respond to customer requests for assistance, advice and the loading of bought items into customer vehicles ensuring safe practice at all times.
- Ensure at all times that PPE provided is worn by all in the department in accordance with current Health & Safety Legislation.
- Ensure compliance with the Organisation's Health & Safety Policy and other established policies and procedures, risk assessments and ensure good health and safety management for tasks.

- Be responsible for any equipment used including cleaning and maintenance

Driving

- Furniture Collections and Deliveries
- Ensure on a daily basis that the vehicle is in a legal and proper condition to be used and that van weights are adhered to
- Ensure support staff are transported safely and securely
- Ensure all furniture is stored and restrained properly and safely
- Keep all navigation equipment secure and ensure it is used effectively

Other

- The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Patience and Attention to detail • Excellent customer service skills • Knowledge and understanding of health & safety and following safe working practices including the correct use of any PPE, power and hand tools. • Full Driving Licence • 	<ul style="list-style-type: none"> • Accredited Health & Safety & Manual Handling Training • Experience within charity sector. • Knowledge of antiques and furniture brands • Upcycling and Painting • Understanding of colour matching of paints, stains, waxes and dyes.
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to engage and work with people at all levels, in a variety of organisations with an approachable and positive outlook. • Experience of supervising staff and/or volunteers. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Excellent organisational skills. • Ability to work individually and as part of a team and support other staff members as and when required. • Confident, committed, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet targets and deadlines. • Ability to generate ideas for improving operational efficiency and effective administration 	

Communication	<ul style="list-style-type: none"> • Good written and verbal communication skills. • Ability to work with individuals at a variety of levels, internally and externally • Ability to represent the organisation professionally • Ability to support, teach and provide advice. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Attributes	<ul style="list-style-type: none"> • Works with commitment, enthusiasm and positivity. • Able to work effectively under pressure • Physically fit to lift and move large furniture 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to manage sensitive and confidential information in an appropriate way - this role regularly works with or has access to sensitive information of a personal, financial or operational level. 	
Other	<ul style="list-style-type: none"> • Appreciation and understanding of Welsh heritage and culture. 	