

Work Experience Role Description – Stockroom Assistant at Age UK, Coulby Newham



Middlesbrough Council work placements, and those of our partners have been developed to support residents from a range of backgrounds and levels of ability.

Role: Stockroom Assistant

Purpose of Post: To assist in the stock management of the Age UK charity shop.

General Duties:

- Take stock of incoming materials and supplies
- Receive and store materials in a stockroom
- Assist stockroom staff in organizing and managing the stockroom
- Ensure accuracy in physical verification of stocks
- Enter stockroom data in appropriate databases
- Implement safety standards in handling stocks
- Ensure compliance of stockroom procedures in handling stocks

Experience and Skills you will gain:

- Good communication skills
- Being able to work as part of a team
- To be thorough and pay attention to detail.
- Physical skills like movement, coordination and dexterity

Other Responsibilities:

- All candidates are expected to demonstrate a commitment to the principles of equality and diversity. Treat others with Dignity and Respect.
- All candidates are expected to respect all confidentiality and principles and practice of GDPR.
- All work experience candidates are required to comply with Health and Safety policies and legislation.

Days/times required: TBC

Duration of the Placement: TBC – Max 8 weeks

DBS required: No

Signed:

Date: