

JOB DESCRIPTION

Job Title: St Paul's Centre Operative
Pay: £11.44
Hours: 28 hours (Monday to Thursday)
Reports to: Deputy CEO

Background

Every weekday the St Paul's Centre delivers a range of projects that benefit the lives of people in our community. We are looking for an enthusiastic, hard-working and flexible team member to support the charity by getting involved in a number of projects across the charity.

The post will involve supporting activities that form a different set of priorities every day, depending on where the demands are highest. Activities can range from responding to food/furniture deliveries at the back gate, to sorting and storing donated items for re-use to providing our community café support in the kitchen during the busy period.

We need a flexible, energetic person for a role that is varied but uncomplicated. It would suite someone who has good organisational skills, is able to work under their own initiative, and who enjoys the challenge of being part of a team that is focused on making sure the St Paul's Centre delivers successful services that contribute to community needs,

You will be briefed on a daily basis by your line manager who will communicate the set priorities for that day, however in general your tasks will include the following:

Back Gate Response

Be ready and available to complete the following tasks at the back gate in a courteous and efficient manner, ensuring correct procedure is followed:

- Hand over Foodbank parcels to clients
- Receive donations from the public
- Respond to any other queries

Bric-a-Brac Duties

Sorting through our donated Bric-a-Brac items, this will include the following tasks:

- Sorting items that are to be retained for re-use
- Cleaning up items intended for re-use or sale.
- Supporting the retail team in the pricing up of items ready for resale
- Maintain a tidy and well-ordered Bric-a-Brac store room

Centre Display Duties

Every Friday morning there is a sale open to the public, certain duties will be expected of you in the lead up to that sale, these include supporting the retail team with:

- Maintaining general health and safety within the public area
- Arranging items for sale in the display area.

Café on the Corner Support

Occasionally you may be needed to support the café team during the busiest periods of the week. These duties will include:

- The collecting of used cups, crockery, and cutlery from tables within the cafe
- Washing up cups, crockery, and cutlery
- General cleaning duties around the cafe

Your duties may be modified from time to time to suit the needs of the Charity and enable the Centre to run smoothly

Person Specification

ESSENTIAL	DESIRABLE	SKILL SET
X		<i>Strong organisational skills</i>
X		<i>Ability to work on your own initiative</i>
X		<i>Enthusiastic team player</i>
X		<i>Dependable and punctual</i>
X		<i>Ability to be flexible with changing priorities</i>
X		<i>Basic computer literacy skills</i>
X		<i>Confident and competent with basic manual handling</i>
	X	<i>Strong communication skills (written and oral)</i>

The Values of St Paul's Centre

As a Christian organisation we will:

- Seek to share our faith in Jesus Christ.
- Employ best business practice at all times.
- Use our people, money, facilities and time to the best use of those who need our help.
- Be credible, dependable, caring and trustworthy.
- Strive to be environmentally friendly.

To those who work with us we will:

- Provide a safe, healthy and supportive environment in which to work.
- Be honest, open and clear in all of our communications.
- Treat each person with fairness, respect and care.
- Have an agreed personal development plan.
- Encourage each person to share and promote these values.

To those who need our help we will:

- Give the best quality help we can.
- Respond as fast as we can.
- Treat each person with respect.
- Provide an honest and friendly service.
- Act as advocates for them