

<b>Job Title</b>	<b>Kendal Warehouse Driver/ Store Associate</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To take responsibility for the Age UK South Cumbria van based at Kendal Warehouse whilst delivering and collecting large items of stock.</li> <li>• Manage Kendal Warehouse in the manager's absence whilst creating fantastic customer experience.</li> <li>• Create an excellent customer environment whilst working on the shop floor.</li> <li>• Ensuring all health and safety, legislative and organizational procedures are adhered to</li> <li>• To maximize sales through existing opportunities to meet stringent targets.</li> <li>• Deputise in the managers absence</li> </ul>
<b>Responsible to</b>	Warehouse Manager
<b>Working with</b>	Head of Retail and retail group staff & volunteers
<b>Responsible for</b>	Volunteers, stock, Van, and all Kendal Warehouse retail operations in the manager's absence
<b>Hours and Salary</b>	35 hours a week Mon/Sun 9.15am – 4.45pm £22,222
<b>Location</b>	<b>Kendal</b>

### Main Duties

1. To supervise in the manager's absence, the Age UK South Cumbria Kendal Warehouse, ensuring efficient and effective supervision of staff & volunteers, premises, and stock to provide a high-quality retail service in relation to agreed performance targets.
2. To ensure all appropriate standards of security and health & safety are met.
3. To assist the Warehouse manager in achieving agreed income and performance targets.
4. To ensure the Warehouse is always clean and tidy and that all stock is displayed in a safe, attractive, and presentable manner.
5. Ensure that all statutory responsibilities are met, including Fire and Health & Safety

Regulations.

6. Hold Superstore keys, opening and closing the premises for trading hours and responding to emergency call out, when necessary.
7. Take overall responsibility for the Age UK South Cumbria vehicle, ensuring that it is clean, fueled and maintained in a roadworthy condition and that all defects are reported promptly to the Superstore manager.
8. To route the vehicle in co-operation with the Warehouse manager – ensuring their efficient and effective use for their delivery and collection service.
9. To generate stock donations to meet sales requirements; accept, sort, price, and display stock in accordance with Age UK South Cumbria guidelines, acknowledging receipt and arranging collection where necessary.
10. Responsible for stock control, including the disposal of unsold or unwanted donations at the best possible return and in accordance with health & safety and legislative requirements.
11. Administer and promote the gift aid system.
12. To enhance the Age UK South Cumbria image through a professional retail service, ensuring that all queries about Age UK services are answered promptly and information held at the shop is relevant and up to date.
13. To ensure that all Age UK South Cumbria administrative and financial procedures are followed including banking, weekly returns, and maintenance of pay outs, volunteer attendance and training records.
14. To undertake any other appropriate duties required to achieve performance targets and realize the full potential of the Superstore.
15. To be willing to travel within the South Cumbria region as required to meet the needs of the role and the organization.
16. To always work within Age UK South Cumbria's policies and procedures – including Equal Opportunities, Health and Safety, Data Protection, Confidentiality and Environmental policies.