

Opening Times
Tuesday 11-5
Wednesday 11-7
Thursday 11-7
Friday 11-5
Saturday 11-5



Dorset Scrapstore
The Factory
14 Alder Hills
Poole
Dorset
BH12 4AS

Dorset Scrapstore Volunteer Role: Warehouse Supervisor

Potential time commitment: Flexible - max 8 hours per week

Location: Puddletown Storeroom (Primary), Dorset Scrapstore (Secondary)

Responsibilities

- Help our staff and volunteers to keep our warehouse and stock room tidy and well organised
- Categorize stock, label boxes, and supervise rotation of stock to prevent spoilage
- Work closely with our van driver, advising stock items to be replenished from our suppliers
- Keep Dorset Scrapstore premises well stocked with a variety of materials, re-stocking the shelves in public access areas
- Help our van driver to load and unload the van
- Assist with Scrapstore 'swaps' (one-to-one basis and at multiple Scrapstore 'big swaps')

Requirements:

- Must show good practice of Health and Safety regulations with regards to manual work
- Interest in creative skills and environmental issues (recycling)
- Excellent interpersonal skills in dealing with other volunteers

Training and support:

General Health and Safety training will be given, as well as practical training with another volunteer van driver. Dorset Scrapstore will offer full support and aim to provide opportunities for personal development within your role.

What you will get from this role:

- Develop your skills and experience
- Join a motivated, fun, and creative team of volunteers
- Take pride in the knowledge that you are helping a valuable local charity that benefits your community
- Gain experience that will enhance your CV and build your professional portfolio
- Meet new people throughout Bournemouth and Dorset
- Reasonable expenses covered

Health and safety responsibilities:

To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

Did you know we are looking for volunteers to help with the following roles?

- Membership Administration • Social Media/Team Leader • Photographer • Fundraiser • Graphic Designer
- Van Driver • Press & Promotion • Creative Decorations • Store Assistant/Supervisor • Events & Marketing
- Workshop Assistant • Craft Kit Preparer • Warehouse Sorter • Supplier Researcher • Materials Preparer

