

# Job Description

Ummah Welfare Trust | +44 (0)1204 383 732



Reg. Charity No. 1000851

<b>Post</b>	<b>Recycling Operative – Sorter/Grader</b>
<b>Status</b>	Full-time (based in Bradford)
<b>Hours</b>	Up to 40 hours/week
<b>Responsible to</b>	Recycling Manager
<b>Salary</b>	Prevailing Rate of the National Living Wage

## JOB PURPOSE

Ummah Welfare Trust is looking for a hard-working experienced Recycling staff member to support the charity's clothes recycling services. You will help ensure that all clothing collected by the charity is sorted in required grading and that clothing orders are prepared and dispatched on time.

## MAIN DUTIES

- Ensure efficient grading of all clothing and shoes
- Move stock around the warehouse.
- Help sort and bail clothes.
- Respond to and deal with customer communication by email and telephone.
- Keep stock control systems up to date and make sure inventories are accurate.
- Maintain standards of health and safety, hygiene and security in the work environment.

## QUALIFICATIONS & EXPERIENCE

- Experienced in sorting and grading used clothing
- Ability to work under pressure and to tight deadlines.
- Capable of dealing with high volume of stock and warehouse operations.
- Ability to manoeuvre stock by hand.
- Strong communicator.
- Ability to use baling machine
- Takes pride in delivering an excellent service.

To apply for this role, email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information. The closing date for applications is **26<sup>th</sup> April 2019** although the position may close sooner if the right candidate is found.

For a more information or discussion about the role contact Shoyeb on: 07792 088171.