

# Job Description

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



Reg. Charity No. 1000851

<b>POST</b>	<b>Recycling Supervisor</b>
<b>STATUS</b>	Full Time (based at Bradford warehouse)
<b>HOURS</b>	40 hours/week
<b>RESPONSIBLE TO</b>	Recycling Manager
<b>SALARY</b>	£19,440 - £21,680 (based on experience)

## MAIN DUTIES OF THE POSITION

To be responsible for the smooth running of recycling operations at Ummah Welfare Trust:

- To ensure that the clothing banks are emptied regularly and in a timely manner.
- To ensure the timely opening and closing of the warehouse.
- To ensure that all clothing and other goods are sorted as directed by the manager in the defined categories/grades and to ensure that records of all sorted goods are kept up to date.
- In conjunction with the Manager, to develop and implement appropriate procedures for the smooth running of the warehouse
- To ensure that all staff working in the warehouse work to the agreed procedures.
- To monitor and where relevant take action in conjunction with the Manager on time keeping and breaks by staff.
- To ensure that all deadlines set by the Manager are achieved in a timely manner.
- Implement and monitor all health and safety related issues and produce regular reports on health and safety as specified by the Manager
- To develop and implement recording and monitoring of deliveries in and out of the warehouse
- To help reconcile recycling income as specified by the Manager.
- To maintain continual liaison with the Customer Services and PR/Fundraising departments on issues related to recycling and charity shops stock and other work areas as specified above
- To cooperate with other teams within UWT as directed by the Manager.
- To carry out any other required within the nature of the business and position.

## QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS

- Good analytical skills (*Essential*)
- Excellent administrative and organisational skills (*Essential*)
- Good time management, task oriented and communication skills (*Essential*)
- Be able to work flexible hours according to the need (*Essential*)
- UK driving licence and car (*Essential*)
- Experience in the warehouse environment (*Essential*)
- Ability to carry heavy weight - Physically fit (*Essential*)
- Health & safety knowledge and experience (*Essential*)
- Team player (*Essential*)
- Financial knowledge (*Desirable*)
- Good IT skills (*Desirable*)
- Knowledge of Urdu (*Desirable*)

### How to apply:

Please email your CV and covering letter to [vacancies@uwt.org](mailto:vacancies@uwt.org)

**Closing date for applications: 19<sup>th</sup> April 2019**