

# Warehouse Assistant

## VOLUNTARY POSITION

- Location:** Croxley Green Business Park  
**Time:** Flexible  
**Frequency:** Flexible, min 1 shift per week preferred  
**Duration:** On-going, minimum 6mths preferred

## About Peace Hospice

The Peace Hospice cares for people living with a life limiting or terminal illness and supports their families from across South West Hertfordshire. We provide inpatient care, day care, an outpatient service, complementary therapy, a hospice at home service and family services including spiritual care and bereavement support. We have a team of dedicated volunteers actively involved in helping to deliver many of our services.

## Purpose of this role

The warehouse unit at Croxley Green Business Park is a central facility that services the shops within the Trading Unit. Donated goods and new goods are distributed from the warehouse to each of the shops. Volunteers are needed to assist with the process of getting donated bags in to the warehouse and producing stock for the shops.

## Main tasks for this role

- Assisting with organising goods within the warehouse
- Assisting with sorting of donated goods
- Deliver charity bags to the local area
- Assist with collection of charity bags

## Personal skills & qualities that you'll need

Our warehouse assistants handle large quantities of donated goods which in turn generates substantial income for the Hospice. Ideally, volunteers for this role should:

- Have an enthusiastic and flexible approach to work
- Be reliable, honest and trustworthy
- Be fit and able to lift donated bags and meet the physical requirements of this role

## Training

We're committed to providing training and development opportunities to our volunteers. New recruits receive general introduction to the Hospice as well as a personal induction to your role provide by your line manager. Additionally, we have a series of training courses that are tailored to each individual volunteer role.

## Benefits and support

- Reimbursement of travel expenses, up to an agreed maximum amount
- A named line manager who will provide on-going support and supervision
- Access to volunteer meetings and social events



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### What we expect from you

- All voluntary roles are subject to receipt of satisfactory references from someone who is not related to you and has known you (preferably in a professional capacity) for over two years.
- Some voluntary roles involving access to vulnerable people or handling of sensitive information will be subject to enhanced Criminal Records Bureau disclosure checks
- You should ensure that you can meet the physical requirements of the role that you are applying for.

### Contact us

If you are interested in this role and would like to apply, please visit the volunteering pages of our website. You can apply online or download an application form and send this back to us. Alternatively, please contact our Voluntary Services Administrator to receive a form by mail or to discuss this, or other voluntary roles.

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