

## Warehouse Stock Sorter: Role profile

### Our warehouse

Cornwall Hospice Care Retail Outlets receive regular supplies of donated stock from the central warehouse in Holmbush, St Austell. The warehouse stock volunteer helps sort incoming goods/donated items and prepares them for redistribution to the hospice shops.

### Your role

- Sorting and assessing donated goods
- Selecting stock for redistribution or recycling
- Preparing stock for collection by van drivers
- Helping drivers load and off-load stock

### Your qualities

You need no special experience to work as a warehouse stock sorter but the following qualities are important:

- Reliability and punctuality
- The ability to work as part of a team
- Good organisational skills
- A readiness to undertake relevant training
- An ability to undertake tasks as set by the Distribution Manager
- An interest in helping to raise money for Cornwall Hospice Care

## **How we work together**

Volunteers are a valued and vital part of Cornwall Hospice Care.

### **What volunteers can expect from CHC**

- To be valued and treated with respect
- To receive the appropriate induction and training
- To be supported in the role, with a clear explanation of what it involves
- To have adequate supervision in the role
- To have access to information to enable them to perform their duties
- To be able to decide at any time to end their CHC involvement
- To have safe working conditions
- To be reimbursed for reasonable out of pocket expenses
- To be appropriately covered by insurance
- To develop and grow within the voluntary job

### **What CHC expects from volunteers**

- To perform tasks reliably and with flexibility
- To work within CHC's aims and objectives
- To attend training and volunteer meetings when required and where possible
- To accept support and supervision to enable performance of the duties
- To respect and maintain confidentiality at all times
- To demonstrate a commitment to the philosophy of Cornwall Hospice Care