**A picture containing graphical user interface

Description automatically generated**

**Warehouse Helper**

**Role:** Warehouse Helper *(can be combined with other HH roles eg driver, vintage shop helper)*

**Location:** the warehouse in Bissoe

**Time commitment**: at least 1 morning/afternoon a week as required

**Key Tasks & Responsibilities:**

* Check donations prior to storage in the warehouse
* Store donations in the warehouse once identified as suitable
* Prepare deliveries ready to go to HH customers
* Keep the warehouse neat and tidy
* Keep an ongoing inventory of goods in and out
* Be aware of stock levels and notify HH team when items are in short supply
* Maintain client confidentiality and be discreet at all times
* Be an ambassador for HH at all times, remembering you represent the charity

**Skills & Experience:**

* Ability to get on with people – as HH works as a team
* Discretion and understanding – as HH supports really vulnerable people
* Initiative and common sense – as you may be on your own for some tasks
* A good level of fitness - as some of the items are heavy/bulky

**Other Essentials:**

* 2 references
* A standard DBS – if you support HH clients only (arranged by HH)

**Training & Support Provided:**

* Safeguarding & 3 yearly refreshers
* Access to HH designated safeguarding officers
* Shadowing and on the job training
* First Aid Training

Thank you for your interest in Hidden Help. If you think you might like to pursue this role, please contact [wendy@hiddenhelp.org](mailto:wendy@hiddenhelp.org) or complete an application form.