

Merry-go-round Glasgow

Stock Processing Assistant



Salary:	£12.60 per hour
Hours of work:	22.5 hours per week. Fixed term for 12 months.
Location:	Based in our sorting hub in Shawlands
Reporting to:	Operations Manager
Benefits:	Merry-go-round offers a contributory pension scheme, a company sick pay scheme, rewards and discounts platform, free silent disco equipment hire, 4 additional public holidays and a day off for your birthday.

About Us

Merry-go-round Glasgow is a social enterprise and charity in the Southside. We support local families with high quality, low cost children's goods and through inclusive events and workshops. We have a boutique style shop in Strathbungo selling everything baby, we run an events programme, and we work with over 120 agencies across the city to provide free packs of goods to families in need. We have a skilled and motivated staff team of 14 and are an inclusive and fun place to work. We are a Revolve certified store (www.revolvereuse.com) which means that we work to high standards, are committed to excellence, improving and seeking opportunities for growth. As the winners of the Environmental Social Enterprise award in Scotland and the UK we are a highly ambitious, supportive and inclusive organisation creating huge local impact. Our aim is simple: to be Glasgow's go-to for parents and visiting families alike.

The Role

Merry-go-round Glasgow is looking for an enthusiastic and committed person to work in our preloved children's clothing sorting facility in Shawlands. Stock processing assistants are crucial in creating a friendly and welcoming atmosphere for volunteers and corporate groups.

The stock processing assistant post is crucial in ensuring all products are sorted, checked, cleaned and tested before sale. This role ensures the smooth running of the operation so that our customer's expectations on quality are exceeded.

You will be involved in a wide variety of tasks including; sorting donations; organising the stockroom; cleaning, testing, safety checking and fixing stock; ensuring a safe and organised working environment and preparing stock for sale. The role is fast paced and requires a highly organised individual who can work independently. This role is supported by the Operations Manager.

Main Duties

- To organise and manage the stockroom to its best advantage to ensure the maximum amount of sorted, cleaned and tested stock is available at all times.
- To record, sort, clean, test and check goods in line with trading standards recommendations
- To ensure all items are checked and recorded in line with Merry-go-round and Revolve procedures
- To have excellent communication skills and be able to communicate effectively with staff and volunteers involved in the sorting process.
- To be committed to learning and on-going training.
- To be friendly, committed and reliable.

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Working with others as part of a team • Working in a fast paced environment 	<ul style="list-style-type: none"> • Experience of safety checking, maintaining or fixing baby and children's equipment • Charity retail, sorting or processing
Skills & Attributes	<ul style="list-style-type: none"> • Excellent organisational skills • Methodical worker • An eye for detail • Ability to follow precise instructions (e.g health and safety and trading standards check lists) • Ability to work independently and prioritise tasks • Confident with IT (Word and Excel) 	<ul style="list-style-type: none"> • Qualified PAT tester • Experience with Google docs and/or planning tool Trello • Driving license and competent to drive a transit van
Values & Attitudes	<ul style="list-style-type: none"> • Commitment to team work • Friendly and reliable • A flexible approach to working and working hours • A positive, helpful attitude • A keen learner 	<ul style="list-style-type: none"> • An interest in re-use/recycling and waste minimisation
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of products relating to babies and children 	<ul style="list-style-type: none"> • An understanding of social enterprise