



About Zarach

Zarach is a charity committed to helping children and families who are living in poverty crisis. We are active in schools and in the community. We see the problems that poverty causes every day, we understand that more should be done to help and we have the skills, passion and drive to make an immediate and real difference.

| Energy-Giving | Equal Opportunities to Succeed | Education Makes the Difference | Excellence |
|---|--------------------------------|--------------------------------|------------|
| We deliver beds and basics to children in poverty, to help families in crisis rise up from surviving to thriving so children can Eat, Sleep and Learn. | | | |
| Partnering with Schools to give Every Head a Bed . Supporting Families to make Every House a Home . | | | |

This Opportunity: Warehouse Operative / Driver

Due to significant growth, we're looking for someone to join our team who has **experience working in a warehouse environment and driving a delivery van** to support our daily operations.

Job Description: Warehouse Operative / Driver

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| Details | <p>Job Title: Warehouse Operative / Driver</p> <p>Location: Leeds</p> <p>Salary: £22,346 pro rata (actual £13,407)</p> <p>Compensation: Salaried</p> <p>Hours: 22.5 per week</p> <p>Reports to: Stock & Logistics Manager</p> <p>Contact telephone: 0300 102 0115</p> <p>Contact email address: kieran@zarach.org</p> <p><i>Zarach offers flexible working hours though some evening and weekend work may be required.</i></p> |
| Priorities | <ol style="list-style-type: none">1. Maintain a safe, clean working environment Ensure the warehouse is clean and tidy. Maintain the vehicles so they are ready for deliveries. Ensure procedures are followed.2. Receive and Manage Stock Receive bulk stock orders into the warehouse. Manage stock as directed by Logistics Manager. Prepare items for delivery.3. Make Deliveries to Zarach Families Load the delivery van. Deliver beds, mattresses and other items directly to homes. Work in a safe and professional manner.4. Keep Accurate Records Use relevant tools and systems to ensure all relevant stock movements and interactions with other people are recorded.5. Support and Engage our Volunteer Team Celebrate and support those that give their time to Zarach. |

Person Specification: Warehouse Operative / Driver

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| Qualifications | <ul style="list-style-type: none">● Qualified to GCSE level or has relevant experience● Full UK Driving Licence |
| Experience | <ul style="list-style-type: none">● Experience working in a warehouse environment and manual handling duties● Experience of driving delivery vans● Knowledge of the Leeds area is desirable● Experience of working in the voluntary and community sector is desirable |
| Skills | <ul style="list-style-type: none">● Excellent people skills● Excellent organisation and time management skills● Good communication skills● Ability to prioritise and multitask efficiently● Ability to keep accurate records● Ability to work as part of a team● Ability to empathise with our Families and communicate sensitively● Discretion and an understanding of confidentiality issues |
| Motivation / Outlook | <ul style="list-style-type: none">● Be committed to the mission of Zarach to end child bed poverty● Committed to seeing people thrive (including the Zarach team!) |