1. JOB DESCRIPTION

1.1	TITLE	Donations Sorter
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Commercial Manager
1.4	STAFF MANAGED	Volunteers and supported work experience clients

2. OVERALL PURPOSE OF POST

2.1 To assess and sort donations to meet the demographics of the charity shops, ensuring that each charity shop is stocked, optimising sales and revenue generation whilst providing work placement opportunities for Crossroads' supported clients.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 To implement and oversee the donations process.
3.2 To work to set standards of stock preparation, ensuring all stock is sale worthy.
3.3 Sort all donated clothing, toys and bric-a-brac into categories for sale or recycling, to maximise resale value.
3.4 Identify stock that will maximise income.
3.5 Train and oversee staff, volunteers and clients in relation to the donation process.
3.6 Provide a safe environment where clients with learning disabilities can develop job skills, undergo basic training and develop a sense of worth and independence.
3.7 Ensure the sorting area is kept organised in a clean and tidy condition, removing any hazards and overseeing the disposal of unwanted goods.
3.8 To promote the organisation at all times.
3.9 To be a key holder and have responsibility for security of the building.
3.10 To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.
3.11 To attend regular team meetings. In the event of not being able to attend to ensure to read the minutes of the meeting.
3.12 To work and ensure all staff/volunteers work in a confidential manner concerning families and organisational matters.
3.13 To respect and ensure all staff/volunteers respect the personal choice of lifestyles of colleagues and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.
3.14 To work as part of a committed, enthusiastic and dedicated team.
3.15 To comply with Crossroads policies and procedures and the IOM Safeguarding Board procedures.
3.16 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

4 OTHER INFORMATION

4.1 Contact with vulnerable adults and children is to be expected.

PERSON SPECIFICATION

Skills and Experience	D = Desirable E = Essential
Excellent team management skills	D
Previous retail experience	E
Excellent communication skills	E
A good eye for detail	E
Ability to conduct yourself in a punctual, honest and reliable manner	E
Experience of working with clients with learning disabilities or associated conditions	D
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Ability to work flexible hours	E
Commitment to undertake necessary training	E
Current First Aid certificate	D
Knowledge of carers' needs and the issues affecting them	D