



11a Pickford Road, off Sutton Road  
St Albans, Herts AL1 5JH

Tel: 01727 568202 / 07880 528407

[www.stalbanswoodrecycling.org.uk](http://www.stalbanswoodrecycling.org.uk)

**St Albans Wood Recycling is a fast growing, award winning social enterprise that is looking to recruit a Warehouse Supervisor/Driver.**

**Based in St Albans Hertfordshire, we currently employ six full time staff and due to the growth in our three main business areas, collecting waste wood, selling reclaimed wood and making furniture we are recruiting for the role below.**

**Reporting to the two directors this role will be varied and flexibility and willingness to adapt to the day to day changing needs of the business will be key.**

**The post is full time 37.5 hours per week, Salary competitive. Workplace pension.**

**For more information or to apply with a CV please contact Geoff by email at [stalbanwrp@aol.com](mailto:stalbanwrp@aol.com) or tel 01727 568202**

### **Job Description & Role Profile.**

This person should be organised and be able to work on their own initiative. They should have excellent client facing communication and skills. They should be prepared to work as part of a team and alone. Above all flexibility will be key, willingness to undertake whatever needs to be done to ensure our customers get a top-rate service at all times.

#### **YARD**

- ⌚ Organise the day to day activities of the yard.
- ⌚ Sorting the collected wood to good wood is saved and denailed for selling and waste wood is sent for chipping.
- ⌚ Keeping the waste wood bins under control.
- ⌚ Keeping the wood yard sorted, clean and tidy with safety of staff and customers a priority
- ⌚ Helping and Serving Customers in a friendly and helpful manner.
- ⌚ Preparing cutting lists and orders for clients.
- ⌚ Keeping yard benches clean and tidy and free from sawdust.
- ⌚ Keeping shop and yard area clean and tidy.

#### **VOLUNTEERS**

- ⌚ Organising and supervising all volunteers to ensure they are working safely and productively.
- ⌚ Managing volunteer breaks and monitoring timekeeping
- ⌚ Managing weekly volunteer duties. Empty Bins. Tidy Staff Room/Kitchen
- ⌚ Managing daily volunteer duties. End of day clearing up – Metal sweep. Sweep. Tools away. Tarps on. Everywhere clean and tidy.



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### **Driving**

- ⌚ Preparing deliveries for customers – our deliveries, courier deliveries and other deliveries
- ⌚ Undertaking deliveries, liaising with other drivers and customers
- ⌚ Doing collections of waste wood as and when required
- ⌚ Backup for drivers when on holiday

### **OTHER**

- ⌚ Talking to customers and taking order over the phone.
- ⌚ Undertaking collections when required
- ⌚ Maintaining the ebay shop listings – responding to questions all in a timely fashion
- ⌚ Saturday Morning working in the shop – (overtime)
- ⌚ Workshop duties when required – preparing wood, sanding and cutting.