

Collections/Yard Volunteer

Company Overview:

Reseiclo Community Wood Recycling is a not-for-profit social enterprise dedicated to **recycling and reusing wood**. Reseiclo aims to save valuable resources from landfill by providing a cost-effective wood waste disposal solution for the industry, and **reusing the wood by producing wooden products** for sale.

Reseiclo Training, a separate entity operating on-site, provides a **work-based day service for adults with learning disabilities** (called Trainees) where they develop woodworking skills and contribute to the production of bespoke goods.

Job Description:

The main purpose of this role is to **assist with wood collections, unloading and sorting of collected wood**, and helping to **aid customers in purchasing rescued timber**. This may include:

- Accompany the collection team on wood collection rounds across South Wales and assist in hand-loading of waste wood onto company vehicles
- Assist in unloading collected wood at our yard and help to grade, sort, and store collected wood
- Aid customers in selecting and purchasing reclaimed timber and wood products, including cutting timber to specified lengths.

For a detailed list of responsibilities, please see the last page of this document.

Skills and qualifications:

- Basic knowledge of wood types and recycling processes is advantageous
- Experience in manual labour or a similar yard role is preferred
- Good organisational and time-management skills
- Ability to work well as part of a team and follow instructions
- Commitment to environmental sustainability and social enterprise principles

Training and support:

We will provide:

- Full Health and Safety training and PPE (personal protective equipment)
- Training and support in all aspects of the role, including operating machinery and power and hand tools if necessary

Time commitment:

We ask that you commit to at least one day per week during our operating hours: 9am to 2pm Monday-Friday.

Location:

Reseiclo Community Wood Recycling, Harlequin Trading Estate, Alderney Street,
Newport, NP20 5NH

To apply for this role:

Contact us via email: info@reseiclo.co.uk or by phone: 01633 856622, or visit us at the workshop.

FURTHER INFORMATION:

Primary Responsibilities:

1. Assisting with Wood Collection:

- Accompany the collection team on wood collection rounds across South Wales.
- Assist in the hand-loading of waste wood onto company vehicles, ensuring efficient use of space and adherence to safety protocols.
- Help in navigating routes and ensuring timely collections from commercial customers.

2. Yard Operations:

- Assist in the unloading and sorting of collected wood at the yard.
- Help in the grading and storage of reclaimed wood, ensuring it is organised and easily accessible for future use.
- Support the preparation of wood for resale, including basic cutting, cleaning, and treatment tasks.

3. Customer Interaction:

- Aid customers visiting the yard in selecting and purchasing reclaimed timber and wood products.
- Provide basic information about the types of wood available and their potential uses.
- Assist in handling customer enquiries and ensuring a satisfactory service experience.

4. Maintenance and Safety:

- Participate in regular checks and maintenance of yard equipment and tools, ensuring they are in safe working condition.
- Follow health and safety guidelines in the yard, including the use of personal protective equipment (PPE).
- Assist in keeping the yard clean, organised, and free from hazards.

5. Supporting the Team:

- Work collaboratively with other yard workers, volunteers, and placements to ensure smooth daily operations.
- Assist in the training of new volunteers and placements, sharing knowledge about yard procedures and safety practices.
- Contribute to a positive and productive work environment by being a reliable and supportive team member.