

Warehouse Guidance

(Golden Rules)



- **Be respectful and kind to each other.**
- **No lone working in the warehouse.**
- **Keep the floors clear of trip hazards.**
- **Remove old labels on boxes and crates.**
- **Note the admin items.**
 - **Accident book and first aid kit are on the windowsill.**
 - **Master copies including Family and Couple numbers are in the upright filing divider, on the windowsill.**
 - **Donations Received slips are on the windowsill.**
 - **Pink box folder to place any notes from shifts is on the windowsill.**
 - **Blank Vouchers are in the mini black and white drawers on the windowsill.**
 - **Voucher collection record sheet (agencies who collect parcels) is on the win... clipboard that's normally on top of the printer or scales.**
- **Parcels must not weigh more than 10kg per box.**
- **Let the warehouse manager know when stock is getting low. Boxes/tape/yellow slips etc. You can also leave a note in the pink box folder. We would rather know 3 times than not at all.**
- **Warehouse phone. The little black mobile.**
 - **Please feel free to answer this phone as it will likely be someone from the office calling.**
 - **Do not leave on permanent charge. This will burn the battery out... again.**
 - **Please do use it if you need to call:**
 - **Keith 07979888614**
 - **The office 01603 251733**
 - **Hannah 07955920590**
 - **Rachel 07511857634**

We will update guides as and when required, and review every 6 months.

Thank you to each and everyone of you for helping to make a difference. Keith & Hannah.