

ULTIMATE ACTIVITY CAMPS

Inspiring children every day!

Role:	Warehouse & Logistics Assistant
Basis:	Full Time Fixed Term. 7 Weeks, March – May 2020
Reporting to:	Logistics Manager
Hours:	Monday to Friday 9am-5pm, except during camp when longer hours (8am-6pm) will be expected, possible weekend work also.
Location:	Farmoor, Oxfordshire
Salary:	£8.72 – £9.75 per hour

The Opportunity

The Ultimate Activity Camps provides exciting holiday activity programmes for children across the UK. From elite sports coaching and language schools, to survival courses and multi-activity day camps, our brands are high quality and engaging.

We are looking to appoint a Warehouse support assistant to join our Operations team in the preparation and delivery of our holiday programmes. Working with our Warehouse Supervisor, and primarily based in our warehouse, you will be responsible for preparing the equipment for these programmes, from Archery to Zorbs! You will then help to deliver the equipment out to our schools ahead of the Easter period. Whilst our Camps are running you will then be moving equipment between the camps, delivering additional equipment and supporting the camps.

Your Responsibilities

- Warehouse Kit Preparation
 - Collating and preparing our sport and art equipment ready to go out to each venue
 - Repairing and maintaining larger equipment such as pedal karts and zorbs.
 - Coordinate the loading/departure of vans from the warehouse
 - Monitoring of warehouse stock levels and working with the Warehouse Supervisor to maintain appropriate levels
 - Maintenance of the warehouse environment, including ensuring health and safety procedures are always adhered to.
- Driving (using company or hired vehicles)
 - Deliver equipment to venues ahead of the start of camp
 - Deliver equipment and assist staff in setting up camp
 - Deliver and put up banners at our host schools
 - Rotation of equipment between camps
 - Deliver additional equipment, paperwork and resources where necessary
 - On Camp support and work when necessary
- Additional support may include
 - Printing and preparing paperwork
 - Organising other equipment ready for camp, (mobile phones, walkie talkies etc.)

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with safe recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required.

Your Experience or Qualifications

Requirements:

- Full, clean driving licence with car
- Preferably aged 25 or over for vehicle hire regulations
- Previous camp or holiday programme experience preferable
- Be highly organised with an excellent attention to detail
- Good time management skills
- Be an enthusiastic team player
- Have experience and ability to perform under pressure and meet deadlines
- Able to commute daily to our office just outside Oxford

To Apply

Send your CV and Cover letter to Robert McIntyre, Logistics Manager at rob@ultimateactivity.co.uk