



HEARTHWORKS

TIPIS & YURTS . MADE IN GLASTONBURY

HEARTHWORKS YARD & STORAGE MANAGER

Job Description

Department/Section: STOCK & STORAGE / OPERATIONS

Location: Pilton, Somerset U.K

Full Time (Average 37.5 hrs per week)

Low season 22.5 hrs/ High season up to 48 hrs per week

£30 225 to £32 175 per year

Application Closing Date: 17th December 2023

Job Start Date: January 2024

Main purposes of job:

- To manage the quality, storage and movement of Hearthworks hire and sales stock and all associated equipment.
- To ensure that all Hearthworks stock is catalogued and stored effectively so that it meets or exceeds its agreed life expectancy.
- To coordinate Loading and Unloading for Events and Festivals, working closely with Hearthworks Production team and Event Crews to maximise safety, efficiency and workflow.
- Organisation and maintenance of Stock and Storage areas using agreed methods, to achieve agreed standards.
- Responsible for stock check at the beginning and end of hire seasons.
- Accurate Record Keeping and ongoing quality assessment of Hire Stock throughout the year.
- Management of seasonal yard staff when loading/unloading, preparing, maintaining and organising stock at the Hearthworks yard.
- Liaising with drivers to complete vehicle checks and maintenance, keeping accurate documentation in line with Hearthworks Vehicle Policy.
- Responsible for optimising yard space and organising the movement of Hearthworks vehicles for loading / unloading.
- When working to meet event deadlines, to be available to work additional hours, as and when necessary.



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Key objectives:

- To become familiar with all Hearthworks Structures, the components required for each and knowing how each is correctly installed, labelled and stored.
- Capable and proficient in Bi annual Stock check.
- To become adept in preparing all Hearthworks structures and furnishings for loading onto vehicles, efficiently and correctly.
- Competency to load Vehicles efficiently and safely with regard to effective stock movement and processing requirements.
- To support Hearthworks Teams in carrying out their duties and responsibilities for event set up and take down as set out in the Staff Handbook.
- Consistent checking for damages to hire stock and equipment during/after loading/unloading.
- Organisation of repair, cleaning and maintenance of Hearthworks stock and equipment.
- To ensure that sufficient quantities and quality of stock is available, throughout the hire season.
- To become familiar with Hearthworks Policies, procedures and practices, including the Training Manual and Staff Handbook.
- Researching and making recommendations for improved or additional storage solutions if and when needed.
- To work both in collaboration with other Hearthworks Teams and to work autonomously, maintaining a good work ethic, focusing on safety and efficiency at all times.
- To explore and expand Hearthworks ongoing commitment to environmental sustainability. With particular regard to recycling, eco-friendly initiatives and sustainability practices.

Responsibilities Include:

- Ensuring that Storage Barns and surrounding areas are weatherproof, secure and hazard free
- Responsible for organising the cleaning and maintenance of Hearthworks vehicles.
- To ensure all structures, furnishings and bedding are clean, complete with all components and ready for field set up when loaded.
- When Stock is unloaded, keeping an accurate record on repairs/maintenance needed and raising this with woodwork/sewing Teams.
- Checking for damages to returning tools and equipment and arranging repairs or replacement.
- Maintaining a good level of cleanliness and order in all storage areas of the yard. Contributing towards the upkeep of kitchen/crew spaces and recycling areas.

Ideally this person would:

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- Be an excellent organiser
- Be a fully licensed driver and have their own vehicle. (Workplace in rural location).
- Have some experience of warehousing, stock-checking and distribution facilities.
- Be trained in Forklift truck/ telehandler driving or be willing to undergo training.
- Be familiar with Tipis, Yurts and the Events Industry.
- Be able to work within systems, work to deadlines and operate under pressure.
- Have experience in Risk assessment and Hazard Awareness.
- Be confident in managing small teams of people.
- Be competent in basic vehicle maintenance.
- Have an interest in developing this department and achieving high standards.
- Work well as part of a Team and also be able to self direct.
- Be a good communicator with computer skills, including the use of Spreadsheets.

Working with/Reporting to:

OPERATIONS MANAGER , PRODUCTION TEAM

Link to Application Form Below:

<https://forms.gle/HezdN2MVCbnf85zr6>