



## Murtle Market Assistant Coordinator

**Murtle Market** is a public facing Social Enterprise where children and young people can directly or indirectly be involved in delivering an organic and sustainable store. Local and seasonal produce will be offered, as well as refilling schemes for dried food and environmental friendly cleaning products. This store will also be a place where products and services created at the craft, land-based, training kitchen and the bicycle maintenance workshop can be found.

<b>Post:</b>	Murtle Market Assistant Coordinator
<b>Service:</b>	Day Service
<b>Line Manager:</b>	Sustainable Development and Social Enterprise Lead
<b>Salary Range:</b>	£13.50 per hour
<b>Hours:</b>	25 hours per week. 1 year fixed contract.

**Our Vision:** To create an inclusive space that offers meaningful work opportunities, celebrates our heritage, and reflects our mutual respect for each other and the environment.

**Our Mission:** Murtle Market promises to provide the development of skills, meaningful work opportunities and place of authenticity for children and young people with learning disabilities and complex additional support needs.

**A venture** to showcase our local seasonal organic produce, zero waste principals and sustainable heritage, arts and crafts.

**A place** to connect with our community, engage with sustainable living practices and our ethos of learning through doing.

**All brought to you** by Camphill School Aberdeen – Be part of our journey to care for each other and the environment.

For more information, please visit our website

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



## Murtle Market Assistant Coordinator

### **Purpose of the role:**

To join an established team as part of a training, skills development and sustainability store that will help young people with additional support needs develop skills for life and reach their full potential.

To help develop and maintain Murtle Market (CSA's Social Enterprise) in general.

The successful candidate will coordinate order preparation and carry out delivery of Murtle Market's emerging online store out to the local community (Cults to Peter Culter) and support food prep when required.

To keep all areas of work organised and up to the standard set by Environmental Health.

To maintain effective collaborations with members of the local community, as well as internally with the wider team, to identify and grow future opportunities.

### **General Responsibilities**

- Provide practical support to the development of new online enterprise activities, as well as veg sorting and food prep.
- Support and mentor students and other members of the team around the online store dynamic, garden produce sorting, food prep and deliveries.
- Develop and maintain good working relationships with customers.
- Communicate regularly and effectively with students, colleagues and customers.
- Be part of the wider Learning for Life Day Services team (Social Enterprise).

### **Key Responsibilities**

- Ensure the online store runs efficiently and professionally, with attention to detail to accurate order preparation and delivery.
- Contribute with the team to help assess the needs from students and their progress.
- Promotion of Murtle Market when out in the wider community.
- Help create and maintain a nurturing and safe learning environment for young people.
- Follow guidance in place to uphold the highest standards of environmental health and safety.

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## Murtle Market Online Store Coordinator

### Key Responsibilities

- To maintain and rotate stocks on shelves in liaison with the wider MM team.
- To man the veg sorting station, the interphase Murtle Garden and FRUVER (internal distribution point).
- Ability to use and epos system and generate reports when required.
- To carry out delivery of orders, in the company of students (when suitable) or individually.

### Person Specification

#### Experience/knowledge:

##### Essential

- Experience of working in a busy environment and being able to coordinate tasks under pressure.
- Provide and work within an inclusive environment.
- **Being a confident driver with a full UK clean driving licence.**
- Responsibility for being organised at the workplace, as well as keeping on top of housekeeping tasks.
- Being able to logistically plan and prioritise routes for deliveries.

##### Desirable

- Experience of working at an organic or sustainability store, café or similar.
- Experience of driving a small van or equivalent.
- Epos system and stock rotation
- Trained or willing to uptake training in food standard regulations (Food Safety level 2)
- Enthusiastic and influential communication skills to build positive and proactive relationships with members of the public

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- A strong belief and desire to work and stand for an inclusive work environment that is evidenced through work practice.
- Experience of monitoring and recording waste.
- Working knowledge of the education of and support processes for children/young adults with special needs
- Knowledge/Experience of the ethos, values and principles associated with the Camphill movement Person Specification Health & Safety
- Ensure all policies and procedures in place are followed.
- Responsible for ensuring the work environment is safe and nurturing for students, staff and customers.

#### **Health & Safety**

- Ensure all policies and procedures in place are followed.
- Responsible for ensuring the work environment is safe and nurturing for students, staff and customers.

#### **Safeguarding**

- Ensure that work undertaken to safeguard children, young people and young adults is effective and consistent with the policies, procedures and protocols of CSA .