

**Job Description and Person Specification**  
**Living Well – Oral Health Packer**

<b>Responsible to:</b>	<b>Service manager</b>
<b>Salary:</b>	<b>£12.60 per hour plus mileage expenses</b>
<b>Hours:</b>	<b>Casual when needed</b>
<b>Annual Leave:</b>	
<b>Based:</b>	<b>Lock 50 and at different venues across the Rochdale Borough townships</b>
<b>Contract:</b>	<b>Casual</b>
<b>Level of DBS check:</b>	<b>None</b>

**Main Aims of the Post**

To support with the packing and stock rotation of Oral Health resources and follow health and safety and moving and handling processes where appropriate.

**Main duties**

- To organise oral health stock (toothbrushes and toothpaste) into packs for delivery to various locations around the borough: schools, nurseries, children's centres, health centres, and childminders.
- To label stock for distribution.
- To assist with the packing of other lifestyle resources and leaflets when required.
- To record expenses digitally.

**General Work Related Expectations**

- To work within the Big Life Group's Values, Ethos and Vision.
- To contribute to the development of the Group (TBLG)
- To work in accordance with all Policies and Procedures of TBLG
- To identify and attend training as required
- To work in accordance with all relevant legislation
- To undergo regular supervision
- To work flexibly in line with service requirements
- To undertake any other duties as required, appropriate to the post

Person Specification	Essential
<p data-bbox="240 230 778 268">Skills, knowledge and understanding</p> <ul data-bbox="300 268 1136 389" style="list-style-type: none"><li data-bbox="300 268 719 306">• Good organisational skills</li><li data-bbox="300 306 963 344">• Good oral and written communication skills</li><li data-bbox="300 344 1136 389">• Able to record expenses digitally (on App or Computer)</li></ul>	