



Introducing . . .

WOOLWORTH CASTLETON

ACCOUNTING • COMPUTER
and DISTRIBUTION CENTRE



Cover Photograph . . .

This is our office block, located in Rayle Road adjacent to Manchester Road — the bus stops to and from Rochdale, Middleton and Manchester are less than ten minutes from our front entrance. Greater railway station is alongside the rear of our building.

Careers

with

Woolworth

To put you in the Picture . . .

Shopping in a "Woolworth" store is something to which we are sure you will have been accustomed from an early age and which we hope you will continue to enjoy. The toys you had bought for you as a child will have now given way to the teenage items and in a few years time your shopping requirements will change again. However we are sure you will still be walking into Woolworth's knowing that you will find all our customers, not only the specific items you are wanting, but also other goods which you really need. You either purchase these items there or perhaps wait until your next visit, which you know will not be long delayed, maybe next Saturday.

In your quieter moments you may have stopped to think of the work in organisation, administration and accounting which must take place behind the scenes in the Woolworth Company in filling our counters to meet the demands of the shoppers. Part of this work now goes on at Cotswold where we have a large modern office block housing a computer centre, central accounting unit and extensive buildings of the rear housing a giant distribution centre which is more commonly referred to as a warehouse.

You will have seen the big "Woolworth" sign dominating the front of our building at Cotswold when you may have wondered what it is like beyond the front door and what really goes on behind a name which to you has always been connected with shopping expeditions. In this booklet we are pleased to take you on a pictorial tour of our premises and tell you very briefly about the functions of the various departments.

Your first impression will be gained in the spacious reception area where a warm welcome is extended to our many visitors and we think you will already be pleasantly surprised at the modern decor which you will later find extends throughout the office block. On our tour we will cover first the staff amenities.





CLOAKS

A section of the heated cloakroom accommodates about seven dry suits until our employees at the end of the day.

POWDER ROOMS

Throughout the building adequate toilet facilities are provided and maintained to a high standard.

HEALTH UNIT

A qualified nurse is on duty to tend the needs of all who require her services.





"TOP-TRAY" BAR

Mid-day meals and morning and afternoon snacks are served from the "Top-Tray" bar. The menu is varied and includes typically tested American-type meals. The cost of the main meal, sweet and coffee is two shillings, but the menu caters for those who are figure conscious and those who have very healthy appetites and the cost naturally fluctuates according to the individual requirements.

DINING ROOM AND LOUNGE

Here you see a section of the staff enjoying their lunch in the spacious staff dining room. At the rear of the room is the section set aside as the staff lounge for relaxing after the meal. Similar dining room and lounge facilities are provided for the warehouse staff.

Having now been shown how the personal needs of the staff are catered for we move to the business side of our organisation.

PRINTING

Many thousands of forms for internal use within the Company are printed on the premises and in the printing department you see one of our latest Multilink machines which certain of our young ladies have been trained to operate expertly.





ACCOUNTING MACHINE ROOM

This room houses the latest development in our control accounting unit where information from thousands of invoices for goods delivered to our stores is processed on the Burroughs Electronic Accounting Machines from which is obtained a permanent printed accounting record with the same printed information punched into paper tape (part of the side of the machines) later to be read by the computer. All the young ladies in the picture have been trained to operate these expensive units and they do so with speed and efficiency.

DATA PREPARATION

These members of the clerical staff in the data preparation room handle the paper tape produced at Corbiton and that which is received daily from two of our area offices. They were first trained as Burroughs machine operators and have been further instructed in the sequencing and balancing of the never-ending flow of printed documents from the computer.

PUNCH CARD UNIT

This is the punch card room where the girls have been trained to read information from documents and reproduce it as holes in cards which are subsequently read by the computer. This calls for a high degree of accuracy and the speed at which the punching and verification is required calls for nimble fingers moving over a small keyboard.





COMPUTER ROOM

We have made history that we are proud about in having installed the first modern computers in Michigan and we now have two computers which were manufactured and supplied by I.C.T. and which are known in the computer world as models 1401 and 1504. The computers carry out their various tasks of business records but users will not permit us to go into detail on the various interesting functions which take place in this air-conditioned computer room and which, incidentally, houses the state of the computer equipment in the Midway Company.

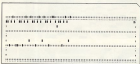
The input to our computers at present is either punched paper tape or punched cards and you have already seen the various of the office where this computer tape is being prepared on office machinery used for the staff to transfer information from documents to tape or paper tape or cards. Examples of a great piece of paper tape and punched cards are shown opposite.

We are now looking forward to the installation of further equipment which will enable the computers to read information direct from documents marked in pre-determined positions.

The computer cannot think for itself and therefore is only as good as the instructions it is given. The responsibility for first devising the computer system and secondly the programming to produce the desired result is in the hands of a capable team, whose all of whom have been recruited locally, who are being made new opportunities to develop their aptitude and special talents derived from their training and experience in the field of electronic data processing. The opportunities for continuing on a computer career are well limited but the end product is satisfying and rewarding for those who, as in all other spheres, are prepared to absorb the training and apply the knowledge gained in the best possible way.



Punched Paper Tape



30-hole Punched Card



40-hole Punched Card



WAREHOUSE

CLERICAL SECTION

Even in these days of computers and automation much depends on the accuracy and efficiency of the staff engaged on clerical work, typing, computerized spelling etc.

Pictured top left is our warehouse general office which provides a typical example of a clerical section.

At the rear of the office block is located our distribution centre which directly supplies many Woolworth Stores with a great number of the popular items you see on our counters. Every day large consignments move in and out of the warehouse by rail and road, and a system of conveyor belts is used to maintain the flow of cartons either arriving from the supplier or leaving for stores up and down the country from Lond's lead to John's Goods.

SELECTION

As all documentation is computer controlled every item of merchandise has its own identifying code number and it is this number that the girls use when selecting merchandise from the racks in accordance with the computer produced dispatch rate.

The two young ladies in the picture are selecting items from the racks and the first stage of the journey from the warehouse shelves to a Woolworth counter has taken place.

PACKING AREA

The next stage after selection is packing and the preparation of the thousands of cartons for sale transit. Like most other things, there is an art in packing which comes from training and experience.





CONVEYOR DESPATCH

Not all our employees in the warehouse are females and the male staff includes a number of boys from school who are given ample opportunities to learn and progress to take more responsible jobs.

This young man is loading one of the thousands of cartons of merchandise onto the conveyor to take it to the rail loading platform to complete the final stage in the warehouse operation. His next stop will be at one of our hundreds of stores.

Mechanised Transport

In the photograph bottom left you see one of our boys loading bulky merchandise onto a flat truck to be moved to the loading bay by a tow bar.

Perhaps this boy's immediate ambition is to sit in the driving seat of the tow bar and drive it around the warehouse when he reaches the required age. What will his next target be? How ambitious is he and other boys like him in our warehouse? Amongst the boys of today are the Managers of tomorrow — it is up to them as the opportunity is there in the Woolworth Company.

The Future . . .

In the relatively short time we have been at Castleton much has been accomplished and further expansion of the work is planned for the future for which we shall require staff at all levels and, in particular, school-leavers who are interested in a career at Woolworth's Castleton. If you would like to know more about the opportunities we offer please get in touch with us, as follows:—

For those interested in the office and computer centre:—

Personnel Supervisor (Office)

and for those interested in warehouse work:—

Personnel Manager (Warehouse)

Our address is:—

Beale Barn Road, Castleton, Rochdale, Lancs.
and our Telephone No. is — **ROCHDALE 2231**.

We operate a 5-day week (Monday to Friday) and the daily hours of work are as follows:—

Office — 9.45 a.m. to 5 p.m.

Warehouse — 8 a.m. to 5 p.m. (9.45 p.m. on Friday)

Both office and warehouse staff have 45 minutes for lunch and a short "break" in mid-morning and mid-afternoon.

Your Future . . .

In thanking you for reading this brochure, the Woolworth Management takes this opportunity of wishing all school-leavers well in the future in whatever career they choose and looks forward to having the pleasure of their continued custom in the Woolworth Stores.

F. W. WOOLWORTH and Co., Limited

