



CHARITY SHOP VOLUNTEER ROLE DESCRIPTION

OVERVIEW

To actively support the Shop Manager in all aspects of our challenging retail environment.

ACCOUNTABLE TO: Shop Manager and the Deputy Shop Manager

LOCATION: Charity Shop, Basildon Town Centre

MAIN ACTIVITIES/ TASKS

- Serving members of the public as Cashier on the shop till.
- Sorting and grading stock, hanging, sizing and tagging clothes for display.
- Housekeeping.
- Dusting, hoovering, polishing and cleaning.
- Replenishing stock in the shop.
- Rotating stock.
- Steam Cleaning.
- Safe storage of goods.
- Pricing and displaying stock.

QUALITIES/EXPERIENCE

- Must be reliable, responsible, honest and trustworthy.
- Excellent time keeping skills.
- Enthusiastic and cheerful plus be able to build good working relationships with colleagues and members of the public.
- Prepared to be flexible and to perform any task which is asked of you.

TRAINING PROVISION

- Initial training and onsite induction provided.
- Additional training given if needed or identified in line with volunteer Policy
- Volunteers are required to attend meetings for updates.

AVAILABILITY

- To be able to commit to a regular weekly session(s)