

Volunteer role description: Charity Shop Retail Assistant

Organisation Name	Carers Choices Charity Shop
Organisation Overview	Provides support for carers through respite breaks, supports young carers, adults with disabilities and sufferers of dementia.
Role Title	Charity Shop Retail Assistant
Location of position	214 London Road, Hadleigh SS7 2RF or 3 West Street, Rochford SS4 1BE
Responsible to	Charity Shop Manager (Hadleigh) General Manager (Rochford)
Description of tasks	Ensuring that the shop is clean and tidy at all times Assisting in the receipt, sorting, checking, pricing and display of goods Cash handling and till operation Ensure stock and cash security Assist in the efficient running of the shop. Assist in promoting the image and work of Carers Choices Adhere to Carers Choices policies and procedures at all times.
Time Commitment	Open daily Monday – Saturday. Volunteers are required to commit to half a day as a minimum.
Skills and Qualifications	Volunteers should be friendly and helpful with good communication skills, the ability to get on with people and work as a team, friendly, enthusiastic and open to giving and receiving feedback to and from the general manager basic numeracy, retail experience desirable but not essential. This role is subject to two references.
Training and Support	You are entitled to undergo the same core training as staff which includes first aid, health and safety, fire safety, and manual handling. Should you wish to take part please ask the general manager.
Benefits to volunteer	Gaining new skills including customer services and retail experience. Helping to raise funds and the profile of a local charity which supports unpaid carers. Meeting new people and widening social circle.