

Charity shop volunteer

Position: Charity shop assistant

Reports to: Volunteer coordinator

Hours: Weekdays 10am- 2pm

Location: St Matthews's community centre, St Matthews street, LS11 9NS

Role Purpose

To assist with the running of the Charity shop and stock taking and pricing.

Desirable skills and experience

- Good communication and interpersonal skills with a friendly approachable manner
- Ability to work independently or part of a team
- Reliable
- Good literacy and maths skills
- Reasonable level of fitness and strength for manual handling of stock

Key tasks and responsibilities

- Opening and closing the Charity shop
- Serving customers, taking payments both cash and by card machine
- Pricing stock
- Bringing stock from stock room into the shop
- Steaming clothes
- Cleaning shelves and inside the shop
- Creating displays within the shop

Remuneration: voluntary

Full induction training given

Contact

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