

CAISTOR ARTS AND HERITAGE CENTRE

Role Description : Charity Shop Assistant Volunteer

CAHC exists to enrich the community of Caistor and surrounding area with the experiences of heritage, art, culture and knowledge in a welcoming and encouraging environment. The operation and development of the Shop, the Charity, the Centre and its' activities, events and hospitality rely considerably on the support of volunteers at all levels.

Purpose:

To assist in the day to day running of the Caistor Arts and Heritage Charity Shop to maximise sales and profitability.

Tasks and Responsibilities:

- To assist and serve customers, providing a service of the highest standard
- To assist with processing stock, including sorting, steaming, pricing and displaying donated items
- To be involved with the till operation and the handling of cash
- Steaming of clothes within the health and safety guidelines
- Clearing the rubbish as and when needed
- Sorting donations of clothes, shoes and accessories into saleable stock and items for recycling
- Adhering to all policies and procedures

Skills, Experience and Attributes needed:

- Welcoming and friendly manner
- Confidence and initiative, willingness and commitment
- Understanding of discretion, diversity and equality issues

Support offered:

- Induction and ongoing line supervision by the Volunteer Coordinator and Charity Shop Manager
- Volunteering handbook and Volunteer/Staff meetings
- Annual review of role and training opportunities
- Procedures available for working safely, resolving difficulties, contributing to the development of the Charity

What you could get out of it:

- Learn new skills, tackle a challenge, enjoy meeting new people, and being part of a team
- Experience of benefiting your community and securing the Charity's future
- Gain retail and customer experience

Location & Contact Details:

Caistor Arts and Heritage Charity, 19 South Street, Caistor, LN7 6UB

Contact: Centre Manager/Volunteer Coordinator: 01472 859017

Or email: cahcharityshop@gmail.com