

North East Lincs Women's Aid

JOB TITLE: SATURDAY Shop Assistant

RESPONSIBLE TO: Shop/Volunteer Manager

DAYS/HOURS: 10hrs – Saturday 9.30 to 4.30 pm (inc 30 mins lunch) plus 3½ hour shift during the week for communication purposes - The post is initially for 6 months when it will be reviewed

PAY: £7.50 per hour

JOB DESCRIPTION

- To assist the manager with the effective co-ordination and organisation of the charity shops
- To ensure the shops are maintained to a high standard
- To oversee stock and order supplies
- To assist manager in ensuring the shops are staffed adequately at all times; helping to manage rotas, holidays, sickness, etc.
- To oversee the volunteers co-ordination of donation areas, storage areas and donated items
- To oversee stock control and stock rotation
- To oversee the cleanliness and appearance of the shop
- To discuss any problems, issues or concerns with the manager and report maintenance etc.
- To support, enthuse and involve the team of volunteers
- To assist Manager in inducting new volunteers into the shop routines including the till
- To attend meetings
- To assist the manager in ensuring that the project is co-ordinated in line with agreed policies, procedures and standards

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

Application forms are available to download

Please return all signed application forms to

PO Box 399, Grimsby, DN32 0QW

before Friday 8th December 2017

Interviews will be held on Tuesday 19th December

(if you are successful a time will be sent to you after the deadline)

The interview will include general questions/answers
and the post will be subject to references and a police check