

Volunteer Stockroom Assistant

Title of post: **Stockroom Assistant**

Responsible to: **Shop Manager and Retail Assistant**

Volunteering Hours: **Flexible between 9.00am – 5.00pm Tuesdays, Wednesdays & Fridays**

Location: **Bakewell Charity shop, Matlock Street, Bakewell**

General information: **Are you a keen rummager who likes things neat and tidy? Then we need your help to sort the donations we receive and organise them into categorises. Whether you are a lover of vintage clothing, beautiful bric-a-brac or just fancy the company of other volunteers then the sort room is the place to be.**

Main duties

Assist the Shop Manager and Retail Assistants in the organisation of the Derbyshire Wildlife Trust Charity shop/s stockroom.

- Processing donations through our sort room and organising them into categories
- Hanging and ticketing stock ready for the shop floor
- Ensuring stock is presented to the best possible advantage
- Identifying hidden gems and pricing products appropriately

Other

Implement health and safety procedures in accordance with the Trust's policy.

This store and stock room are across two floors accessed only by stairs. Welfare facilities, including toilets for staff and volunteers are also located on the first floor. The role can be physically demanding particularly moving stock between floors but it is possible that roles can be suited to ground floor or first floor only for volunteers with more limited mobility / fitness levels.

ROLE DESCRIPTION: ROLE CONTEXT

Role title: Sort room Volunteer

The post holder will have contact with other staff and volunteers on both routine and non-routine matters.

Flexible working hours can be an element of the post, the core opening hours are between 9.00am and 5.00pm, Monday to Sunday

The post will be based either of the Trust Charity Shops, Matlock Street, Bakewell.

Staff and volunteers are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking

of their respective responsibilities, and to undertake other duties appropriate to the post, as determined by their line manager.

Smoking is not allowed in the building or the immediate vicinity.

Skills / Qualities Required

The specifications below are indicated as being essential (E) or desirable (D) for this post:

Experience

No experience is needed. When you apply the store manager will ask you to come in for an initial chat, this isn't an interview, just a chance to get an idea of what you'd like to do in the shop. It will also give you a chance to have a look around the store and meet other members of the volunteer team.

Competencies

Organised, neat and tidy (E)

Identify the value in items (E)

Use computer (D)

Personal Qualities

Personal and sociable

Commitment to the work of the trust

Able to work effectively as a member of a team

Training

After receiving an initial induction on your first day you will be given all the support and training you need to utilise your existing skills and develop new ones.