

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

<u>Role Title:</u>	Cashier/ Shop Assistant
<u>Reporting to:</u>	Shop Manager
<u>Principal Function:</u>	To work as part of a team and assist the manager to maximise income from the sale of donated goods.
<u>Duties:</u>	<ul style="list-style-type: none">• Operating Till• Cash handling• Sorting donated goods• Preparing goods for sale• Ironing• Pricing• Stock control• Serving customers• Display and merchandising• Light Cleaning• Ensure that Hygiene, Health and Safety, and Fire Regulations are adhered to at all times
<u>Location:</u>	All shops
<u>Days / Hours:</u>	2 shift patterns, 9.30am to 1pm or 1pm to 4.30pm Monday to Saturday
<u>Training:</u>	All required training, including till operation will be provided
<u>Qualifications, knowledge & experience:</u>	Customer service experience Cash Handling Experience of working in a retail environment desirable
<u>Personal Qualities:</u>	Team player Flexible On occasions willing to take responsibility for opening/closing the shop

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Statement:

All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice

Contact:

Retail Manager 01206 845566