



Volunteer Charity Shop Assistant

Purpose of Role

The purpose of the role is to assist The Shop Manager and The Assistant Shop Manager in the day to day running of the 4Sight Vision Support Charity Shop to maximise sales and profitability.

Main Activities/Tasks

- To assist and serve customers, providing a service of the highest standard.
- To assist with processing stock, including sorting, steaming, pricing and hanging of donated items.
- To ensure good housekeeping of shop floor and backroom.
- To be involved with the till operation and handling of cash (although this is not a necessary requirement).
- To promote public understanding of the work 4Sight Vision Support delivers and the importance of raising funds through the shop.
- To promote 4Sight Vision Support's Gift Aid Scheme.

Qualities/Experience/Skills

Good communication and customer care service skills are essential to fulfil this role. Being able to work as part of a team and with the general public is essential.

Training

Full in-house training will be given of operational procedures during your induction period.

Location

4Sight Vision Support Charity Shop based in Bognor Regis.

Hours of Volunteering

The shop is open 6 days a week, shifts are from 9am to 1pm and 1pm to 5pm. (may be flexible)

Main Point of Contact

The Shop Manager