



Volunteer Shop Cashier

Purpose of Role

The purpose of the role is to assist the Shop Management team in all financial transactions. This will involve the use of an electronic cash register and related equipment, including processing of credit/debit card payments and validating cheques. This role will also require good customer service skills.

Main Activities/Tasks

- Processing cash, debit/credit card payments, including writing receipts.
- Promoting the 4Sight Vision Support Gift Aid scheme.
- Record footfall.
- Greet customers entering the shop.
- Maintain clean and orderly till area/desk.
- Answer customers questions/provide information if required.
- Promote events and services of 4Sight Vision Support.
- Answer the telephone when required.

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 Mon-Sat, shifts are 9am to 1pm and 1pm to 5pm. (may be flexible)

Main Point of Contact

The Shop Management Team

Charity No: 1075447

Company No: 3740647

Feb 2018