



## **Volunteer Stock Processing Assistant**

### **Purpose of Role**

The purpose of the role is to assist The Shop Manager and The Assistant Shop Manager in the daily tasks of sorting donated items to maximise sales and profitability.

### **Main Activities/Tasks**

- Provide help in the stockroom for all donated items: clothing, bric a brac etc.
- Prepare bric a brac stock items for sale by cleaning.
- To ensure good housekeeping of backroom, kitchen and facilities.
- To steam, cube and label garments.
- Replenish refreshments and cleaning sundries for team.
- To assist on the shop floor if required.
- To promote and apply 4Sight Vision Support's Health and Safety Policy.

### **Qualities/Experience/Skills**

A good knowledge of health and safety relating to specific donated items. Good communication and being able to work as part of a team.

### **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