

Volunteer Role Description

Title:	Volunteer Stock Sorter
Location:	St Vincent's Support Centre, 4 Berking Avenue, LS9 9LF
Responsible to:	Shop Manager

Role Summary

The Support Centre provides a range of community services that include a café, charity shop, community learning classes, debt advice and emergency food service. The Support Centre's Shop is open from 9:00am to 4:30pm Monday to Friday. The role of Stock Sorter is backroom task which involves sorting customer donations, pricing and tagging items ready for sale.

Main Duties Include

- Sorting donations and checking items for cleanliness and safety
- Pricing and tagging donations
- Assisting with stock rotation including manual handling of some white goods.
- Cleaning and tidying stock room and shop floor
- Helping set out the stock in the shop

Person specification

Essential:

- Physically capable of lifting some heavy items, i.e. furniture/white goods
- Must be able to work as part of a team.
- Legible handwriting to complete pricing tags.
- Trustworthy and capable of being able to work unsupervised at times

Desirable:

- Awareness of safety and work place hazards.
- Knowledge of clothes and domestic goods

Commitment required

Volunteer Stocker Sorters will be required to commit 2 hours of their time on a set day each week. The Shop is open Monday to Friday from 8:30am to 4:30pm.

Induction, Training and Development

Each volunteer will receive an induction and training will be available in all aspects of the role.

Expenses and support

St. Vincent's has a policy to reimburse volunteer expenses. Any costs incurred travelling can be claimed back on the production of a valid travel ticket.

Safeguarding

References are required for this role and the applicant must be willing to have DBS check.