

Role Description

Role Title:	Volunteer Retail Assistant
Accountable to:	Shop Manager
Salary:	N/A (Volunteer)
Location:	Milton/West End/Fareham
Hours:	½ or 1 day a week

What is the purpose of this role?

- To assist the retail co-ordinator in the maximising of the profits made from goods donated by the general public
- To carry out and promote the aims of the Rainbow Centre.

What will the role involve?

- To be a cohesive member of The Rainbow Centre retail team.
- To assist stock processing to ensure each item offered for sale is suitable, in good condition and priced with a realistic value.
- Help to maintain an attractive shop with fresh stock – clean and tidy at all times.
- Maintain reasonable security/vigilance to minimise theft.
- To be involved with the till operation and handling of cash. The correct procedure must be adhered to at all times.
- Help to maintain a well organised and safe workroom at all times to avoid accidents and maximise efficiency.
- To reflect The Rainbow Centre's high standard of professional conduct by being polite and welcoming to customers, and to assist them as required.
- To promote The Rainbow Centre's work to the public.

What can you expect from this role?

- We provide training to make sure you feel confident in the role. .
- Gain satisfaction from knowing you are making a vital difference to the children and adults who attend The Rainbow Centre.
- Gain retail experience – useful for enhancing your CV
- The opportunity to share your skills and experience to improve the service we offer.
- Enjoyment of meeting new people and working as part of a team.

What skills/experience will you need?

An organised approach and previous retail experience is desirable. It's essential that you are able to work in a team and have excellent communication skills. We need individuals that have good attention to detail and have the flexibility to undertake different tasks as required. It's also key that you are reliable and are committed to the work and values of The Rainbow Centre.

All staff and volunteers at the Rainbow Centre are required to undergo a DBS check. We take responsibility for safeguarding adults in a way that supports them in making choices and having control about the way they live and for reporting any concerns about abuse or neglect.

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