



## Hants & Surrey Border Branch

Registered charity no. 201291

# Job Outline

## Volunteer Charity Shop Assistant

As a volunteer working in one of our charity shops you will be expected to:-

1. Work under the supervision and direction of the Manager at all times and be willing to follow instructions and requests given by the Manager.
2. Adhere to the policies relating to health and safety, the general operation of the shop and codes of conduct as detailed in the "Volunteer Code of Conduct" agreement.

Duties you should be willing to perform are:-

1. Sort incoming donated goods for sale / storage / recycling / disposal.
2. Tag and price goods for sale, following the pricing guidelines and in accordance with your Manager's supervision following appropriate training.
3. Serve customers at the till or assist customers generally.
4. Help to keep the shop tidy, clean and running smoothly.

*NB. If there are any aspects of this job outline that you do not feel comfortable to handle, please discuss this with your Manager.*

Whilst this role is in a voluntary capacity, this branch of the RSPCA is happy to reimburse out of pocket expenses related to working as a volunteer Shop Assistant, including, where applicable, car parking expenses, bus or train fares, mileage allowance (dependent upon distance travelled to/from home and shop).

### **HOW TO APPLY:**

If you are interested in learning more or applying for a position in one of our shops, please contact the Manager, either by telephone or in person.

*RSPCA Ash Vale shop, 8 The Parade, Wharf Road, Ash Vale, GU12 5AZ Tel: 01252 319970*

*RSPCA North Camp shop, 47 Camp Road, Farnborough, GU14 6EN Tel: 01252 548758*

*RSPCA Farnham shop, 27 The Woolmead, East Street, Farnham, GU9 7TT Tel: 01252 712050*